

N. EXERCISES AND DRILLS

Emergency exercises and drills are conducted to test and evaluate the adequacy of emergency facilities, equipment, procedures, communication links, actions of emergency response personnel, and coordination between the Refinery and offsite emergency response organizations. Some exercises and drills will be unannounced.

Exercises

Emergency preparedness exercises test integrated response capabilities and are conducted annually. Exercises are designed to include the response demonstration for major portions of the basic elements of the emergency response plans of the participating organizations. The planning and execution of each exercise is coordinated with local officials, as appropriate.

For those exercises during which offsite response groups play a significant part, mobilization of local personnel and resources adequate to verify the capability to respond to an emergency situation is included.

Drills

A drill is a supervised instruction period aimed at testing, developing and maintaining skills in a particular operation. Drills may be incorporated into the annual exercise; they will be supervised and evaluated by a control/evaluator organization.

1. Communication Drills

To ensure that emergency communication channels between Refinery and offsite authorities are operable, periodic tests and drills are conducted. For drills, the communication is initiated at the Refinery using the actual message format in accordance with the applicable plan and procedure. By using the standard message format, the drill tests the understanding of message content as well as the communication systems hardware. The following test and drills are conducted:

- a. Communication channels with the Hospitals, Yabucoa Police Department, Yabucoa Fire Department, Yabucoa Civil Defense.
- b. Communication channels with the Refinery Emergency Response Brigade, HES Department, and Community Relations home phones.
- c. Pager system tests for Refinery on call personnel and Emergency Response Brigade personnel.
- d. Emergency telephone circuit for all Refinery locations.

2. Fire Drills

Fire drills and fire protection training is conducted under the direction of the ERD.

3. Spill Drills

Oil Spill drills are conducted under the direction of the **Spill Response Task Force** in conjunction with the Operations, Maintenance, and Emergency Response Departments.

4. Transportation Drills

Transportation Drills are conducted under the direction of the ERD in conjunction with the Marketing department and the LEPC.

5. Medical Emergency Drills

Medical Emergency Drills are conducted under the direction of the ERD in conjunction with the Medical Department for all medical support personnel.

6. Search and Rescue

Search and rescue drills conducted within Emergency Response Brigade training.

Scenarios

Each drill and exercise is conducted in accordance with a scenario. The scenarios for the drills are considerably less extensive than the scenario for the annual exercise. The preparation of the scenario is directed by the ERS, who will enlist the assistance of personnel from other departments as required to assist in this task. The scenario for the annual exercise will be prepared and coordinated with local officials.

Scenarios will include the following information:

- Basic objectives
- Date, time period, place, and participating organizations.
- Simulated events
- Time schedules of real and simulated initiating events.
- Narrative summary describing the conduct of the drill and exercise
- Specific emergency sequence
- A set of messages

- Expected actions that parallel the emergency sequence
- Critique criteria

Evaluations and Corrective Actions

All drills and exercise are evaluated. The process consists of the following steps:

1. The ERS assembles the players at the conclusion of the activities for a critique. Players are encouraged to identify areas where improvement are required.
2. A memorandum summarizing the drill/exercise and identifying corrective actions is submitted to Refinery Management by the **HES Manager** or designee.
3. The ERS submits a list of corrective actions, responsibilities, and schedule to the ERM for approval.
4. Once corrective actions are approved by the ERM, the appropriate departments are assigned the responsibilities for implementing those actions.
5. The ERS monitors the progress toward completion of the assigned tasks and keeps the ERM informed of the status.

O. EMERGENCY RESPONSE TRAINING

The goal of Emergency Response Training is to ensure that all personnel are provided with training on the Emergency Response Plan and the interrelationship of the Emergency Response Plan to the associated Emergency Implementing Procedures.

The Performance Based Training Program shall provide instruction for both Non-Emergency and Emergency Response Organization Personnel. The program will be the responsibility of the Emergency Response Manager and will be administered by the Emergency Response Supervisor.

The training program is divided into three separate categories, Emergency Response Overview for all Refinery personnel, and Initial and Annual/Requalification training for Emergency Response Organization (ERO) personnel.

Emergency Response Overview Training

The Emergency Response Overview training encompasses the following topics; the emergency classification system, response to emergency conditions, and Refinery assembly, accountability and evacuation procedures. This training is necessary for both Sun and contractor personnel.

Initial Emergency Response Training

The Initial Emergency Response Training is sub-divided into six modules. These modules were created in accordance with job descriptions and performance measures identified in the Emergency Response Plan, Emergency Response Procedures and Task Assessment. Descriptions of each modules shall include a purpose, terminal and enabling objectives, and supporting lesson plans.

The modules are:

Emergency response position titles assigned to the various modules are shown on Table 0-1.

Review/Requalification Training

The Review/Requalification Training program follows the same design as the Initial Training Program. The emphasis of the Review training will be on problems and issues identified during exercises and drills, changes to the Emergency Response procedures, Emergency Response Plan Training Program evaluations, actual occurrences and communication techniques.

An annual training schedule will be implemented for all emergency response training. Non-emergency response training will be given for visitors and contractors, new Refinery employees, and non-Refinery Sun employees.

TABLE 0-1

ERO TRAINING REQUIREMENTS

THE FOLLOWING EMERGENCY RESPONSE TRAINING MODULES ARE REQUIRED TO BE COMPLETED FOR QUALIFICATION IN THE EMERGENCY RESPONSE ORGANIZATION (ERO):

EPLP-001 EMERGENCY PLAN OVERVIEW - 2 hrs.

All Personnel

EPLP-002 EMERGENCY COMMUNICATIONS AND RECORDS - 1 hr.

All ERO assigned personnel

EPLP-003 MANAGEMENT OF REFINERY EMERGENCIES - 6 hrs.

Refinery Manager
All Managers / on call
All Superintendents
All Coordinators
Lead Engineers
Area Forepersons
All Plant 1 & 2 Process Supervisors / on call
HES Personnel

EPLP-004 COMPANY SPOKESPERSON TRAINING - 8 hrs.

Refinery Manager
HES Manager
E & PS Manager
Community and Public Relations Manager
Plant Doctor
Production Manager
Marketing Director
Financial Director
Emergency Response Supervisor

EPLP-005 FACILITY ACTIVATION AND OPERATIONS - 3/1 hr. ea.

All ERO Personnel assigned to FCP, ECC, or ENC

EPLP-006 EMERGENCY SECURITY OPERATIONS - 2 hrs

All Security Personnel
All Operations Managers / on call
Shift Superintendents

P. **RESPONSIBILITY FOR EMERGENCY PREPAREDNESS**

The Refinery Manager has the overall responsibility for all REFINERY activities including final approval of the EMERGENCY RESPONSE PROGRAM. The HES MANAGER is assigned specific responsibility for maintaining REFINERY EMERGENCY PREPAREDNESS. As designated by the HES Manager, the EMERGENCY RESPONSE SUPERVISOR (ERS) is directly responsible for developing, revising, distributing, and maintaining the EMERGENCY RESPONSE PLAN and PROCEDURES and other materials which support the PLAN. The ERS is also responsible for coordination of the PLAN and PROCEDURES within the REFINERY departments and with OFF-SITE RESPONSE and REGULATORY organizations.

The EMERGENCY RESPONSE PLAN and PROCEDURES are reviewed, updated and approved bi-annually and are forwarded to members of the EMERGENCY RESPONSE ORGANIZATION (ERO) responsible for implementation of the PLAN. A record of DISTRIBUTION of the PLAN will be maintained listing the individual, organization and facility the volume is assigned to. The PLAN is also forwarded to key OFF-SITE ORGANIZATIONS with assistance or notification responsibilities within the PLAN.

The EMERGENCY RESPONSE PLAN annual review and revision takes into account drill, exercise and training identified corrective actions. Revisions are dated and marked to indicate where changes have been made and the current revision date.

APPENDIX-1

GLOSSARY

Acronyms

CERCLA	Comprehensive Environmental Response Compensation, and Liability Act of 1980
CPC	Command Post Coordinator
EBS	Emergency Broadcast System
ECC	Emergency Control Center
ENC	Emergency News Center
EIP	Emergency Implementing Procedures
EMSA	Emergency Medical Service Authority
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
EQB	Environmental Quality Board
ERB	Emergency Response Brigade
ERO	Emergency Response Organization
FEMA	Federal Emergency Management Agency
FCP	Field Command Post
FIN OFF	Finance Officer
IC	Incident Commander
IDLH	Immediately Dangerous to Life or Health
IND HYG	Industrial Hygienist
IRT	Initial Response Team
LEPC	Local Emergency Planning Committee
LIA OFF	Liaison Officer
LOG OFF	Logistic Officer
MAINT OFF	Maintenance Officer
MED OFF	Medical Officer
MSDS	Material Safety Data Sheets
NFPA	National Fire Protection Agency
OSC	On-Scene Commander
OSHA	Occupational Safety and Health Administration
PAR	Protective Action Recommendations
PLN OFF	Planning Officer
PRSOC	Puerto Rico Sun Oil Company
RMF	Refinery Medical Facility
SAF OFF	Safety Officer
TAT OFF	Tactical Officer
TLV	Threshold Limit Values
USCG	U.S. Coast Guard
YCD	Yabucoa Civil Defense
YPD	Yabucoa Police Department

Glossary

Assessment Actions

Those actions taken during or after an emergency to obtain and process information that is necessary to make decisions to implement specific emergency measures.

Controlled Area

An area to which access is controlled by the Refinery for purposes of protection of individuals from exposure to hazardous materials.

Corrective Actions

Those emergency measures taken to improve or terminate an emergency situation at or near the source of the problem in order to prevent an uncontrolled release of hazardous materials or to reduce the magnitude of the release, e.g., shutting equipment, fire fighting, repair and damage control.

Decontamination

The removal of Hazardous substances from employees and their equipment to the extent necessary to preclude the occurrence of foreseeable health effects.

Drill

A supervised instruction period aimed at developing, testing and maintaining skills in a particular operation.

Emergency Classification

A system used to define the severity of emergencies into one of three categories based upon Initiating Conditions. Classifications listed in order of increasing severity are: Minor-Unusual Event, Major-Site Emergency and Major-General Emergency.

Emergency Condition

Situation occurring which causes or may threaten to cause hazards affecting the health and safety of employees or the public, or which may result in damage to property.

Emergency Response

A coordinated response effort from outside the immediate release area.

Emergency Control Center

The emergency response facility, located in the Safety Training Room, where management personnel assemble to perform assessment analysis of the emergency to support the emergency response effort.

Emergency Information

A status report providing important information concerning conditions of the particular emergency.

Emergency News Center

This is a gathering area for the press and is located in the Operations Training Room. The facility is utilized as a focal point for the public information release.

Emergency Notification

The process by which members of the Emergency Response Organization and local authorities are notified. Refinery telephones, pager system or radios can be used to notify of an emergency.

Exercise

An annual event that tests the integrated capability of the basic elements existing within the Refinery, and Government Emergency Plans, procedures and the organizations involved. The exercise simulates emergency conditions requiring the response of offsite agencies.

Command Post

The emergency response facility, mobile van, where emergency response brigade personnel assemble for further instructions in support of the emergency response effort.

Hazardous Substance

Any substance designated or listed under the below criteria, exposure to which results or may result in adverse effects on the health or safety of employees:

- a. any substance defined under section 101 (14) of CERCLA,
- b. any biologic agent and other disease causing agent as defined in section 101 (33) of CERCLA,
- c. any substance listed by the U.S. Department of Transportation and regulated as hazardous materials under 49 CFR 172.101 and appendices,
- d. Hazardous waste

Initiating Conditions

Specific parameters or conditions that may be used as thresholds for declaring a particular emergency classification.

LEPC Center

The emergency response facility where local emergency planning group gathers to provide support to the emergency response effort.

Offsite

Any area outside the security fence of the Refinery.

Onsite

The owner-controlled area within the security fence of the Refinery.

Protective Actions

Those emergency measures taken before or after a release of hazardous materials has occurred for the purpose of preventing or minimizing exposures to personnel.

Reentry

The initial reentry into evacuated onsite areas for the purpose of information gathering and surveillance.

Recovery

Post-emergency efforts initiated to restore the Refinery to full operation or place the Refinery in a safe shutdown condition until full operation can be resumed.

Attachment B

EMERGENCY IMPLEMENTING PROCEDURE

EIP-001

NOTIFICATION AND CALL LIST

APPROVED BY:

Denny F. McNeal
HES MANAGER

DATE:

6 / 1 / 97

EFFECTIVE DATE: 07 / 01 / 97

REVISION NUMBER:

03

1.0 PURPOSE

THIS PROCEDURE PROVIDES AN ACCURATE NOTIFICATION LISTING OF THE EMERGENCY RESPONSE ORGANIZATION BY EMERGENCY CLASSIFICATION AND EMERGENCY RESPONSE INCIDENT TYPE.

2.0 APPLICABILITY

This procedure is to be activated consistent with the emergency classification designated by the **Affected Area Shift Supervisor/On-Scene Commander/Incident Commander** immediately following notification or upon notification of an emergency situation by plant personnel, local authorities, or organizations outside the refinery.

The **SECURITY-MAIN GATE** has the **PRIMARY** responsibility for implementation of this procedure. All PRSOC personnel have the **SECONDARY** responsibility for Emergency Response Organization notification when notified of an emergency event.

DISCUSSION

- 2.1 This procedure shall be implemented for ALL emergency classifications.
- 2.2 All numbers listed in this procedure are private and may not be appropriate for distribution to the public.
- 2.3 This procedure is updated quarterly with effective dates of January 1, April 1, July 1, and October 1 to verify timely Emergency Response Organization notification.
- 2.4 **PRIMARY** and **ALTERNATE** personnel are listed in this procedure to assure adequate personnel can be notified in the event of an emergency.
- 2.5 Offsite agencies are included on ATTACHMENT 1.A. They are included as **TAB 8** for all three classifications.

3.0 INSTRUCTIONS

Upon receipt of an **EMERGENCY EVENT CLASSIFICATION** **IMMEDIATELY** turn to the appropriate classification section of this procedure and complete notifications as instructed.

If the **PRIMARY** is not notified continue as instructed until an **ALTERNATE** is notified for that ERO position.

If **PRIMARY** or **ALTERNATES** are not notified to fill the ERO position upon completion of the call list notify the **Affected Area Shift-Supervisor** of notification completion with exceptions noted.

3.1 NOTIFICATION CLASSIFICATIONS

MINOR-UNUSUAL EVENT TAB

FIRE	TAB 1
RELEASE (SPILL)	TAB 2
LOSS OF UTILITIES	TAB 3
NATURAL PHENOMENON	TAB 4
LOSS OF ENVIRONMENTAL CONTROL	TAB 5
UNUSUAL OPERATIONS or OTHER EVENTS	TAB 6
EQUIPMENT FAILURE	TAB 7
OFFSITE AGENCIES (ATTACHMENT A)	TAB 8

MAJOR-SITE EMERGENCY TAB

FIRE	TAB 1
RELEASE (SPILL)	TAB 2
LOSS OF UTILITIES	TAB 3
NATURAL PHENOMENON	TAB 4
LOSS OF ENVIRONMENTAL CONTROL	TAB 5
UNUSUAL OPERATIONS or OTHER EVENTS	TAB 6
EQUIPMENT FAILURE	TAB 7
OFFSITE AGENCIES (ATTACHMENT A)	TAB 8

MAJOR-GENERAL EMERGENCY TAB

FIRE	TAB 1
RELEASE (SPILL)	TAB 2
LOSS OF UTILITIES	TAB 3
NATURAL PHENOMENON	TAB 4
LOSS OF ENVIRONMENTAL CONTROL	TAB 5
UNUSUAL OPERATIONS or OTHER EVENTS	TAB 6
EQUIPMENT FAILURE	TAB 7
OFFSITE AGENCIES (ATTACHMENT A)	TAB 8

ATTACHMENT 1.A

OFFSITE AUTHORITIES NOTIFICATION LIST

EMERGENCY NOTIFICATION NUMBERS

AGENCY	OFF-HOURS	WORKING HOURS
NATIONAL RESPONSE CENTER	800-424-8802 (24 HOURS)	
U.S. COAST GUARD	800-424-8802	729-6800
E.Q.B.	724-0124 (24 HOURS)	766-2823
LEPC	724-0124 (24 HOURS)	852-4044
SERC	724-0124 (24 HOURS)	766-2823
STATE CIVIL DEFENSE	724-0124 (24 HOURS)	
OSHA	800-321-OSHA	
PROSHO	800-981-5720	

CIVIL DEFENSE REPRESENTATIVE

OFFICE NAME	NAME	OFFICE	HOME	RADIO/TEL
YABUCA CD	JOSE A. MILLAN	893-3190	759-1255 (U-2012351)	
HUMACAO CD	LUIS E. DE JESUS	852-4044		
STATE CD	EPIFANIO JIMENEZ	724-0124 (24 HOURS)		

POLICE DEPARTMENT REPRESENTATIVE

OFFICE NAME	NAME	OFFICE	HOME	RADIO/TEL
YAB. POLICE	LT. RAMOS	893-2020		
HUM. POLICE	CPT. ORTIZ	852-2020		
HUM. REGION	LT. COL. SANCHEZ	852-2020		
TRANSITO	LT. J. TORRES SILVA	852-1845		
	LT. EDWIN CRUZ	852-1845		

FIRE DEPARTMENT REPRESENTATIVE

OFFICE NAME	NAME	OFFICE	HOME	RADIO/TEL
YAB. FIRE DEP.	SGT. PEDRO VAZQUEZ	893-2330		
HUM. FIRE DEP.	LT. JOSUE PIÑEIRO	852-2330		

MEDICAL DEPARTMENT REPRESENTATIVE

OFFICE NAME	NAME	OFFICE	HOME	RADIO/TEL
YAB. HOSPITAL	DR. SEPULVEDA	893-7778	893-7100 (CUADRO)	
HUM. DISTRICT	DR. HERNANDEZ FRAG.	852-4950	852-2727 (CUADRO)	
RYDER HOSPITAL	RAMON E. DEFENDINI	852-0768		
DOMINGUZ HOSP.	ROGELIO DIAZ	852-0505	ER-850-2510	
FONT MARTELO	JULIO ORTIZ	852-2424		

ENVIRONMENTAL AGENCIES REPRESENTATIVE

OFFICE NAME	NAME	OFFICE	HOME	RADIO/TEL
E.P.A.	CARL SODERBERG	729-6951/6920		
E.Q.B.	LIC. HECTOR RUSSE	767-8056/751-6274		
U.S.C.G.	LT. CDR. STANTON	729-6800		
NAT. RESOURCES	CARMEN RODRIGUEZ	722-4408/723-3045		
	NICOLAS SANTIAGO	725-3846/725-3857		

ELECTRIC POWER AUTHORITY REPRESENTATIVE

OFFICE NAME	NAME	OFFICE	HOME	RADIO/TEL
HUMACAO OFFICE	HILDA GARCIA PEREZ	852-4215		

WATER RESOURCES AUTHORITY REPRESENTATIVE

OFFICE NAME	NAME	OFFICE	HOME	RADIO/TEL
HUMACAO OFFICE	LUIS DIAZ RUCCI	852-0160		

U.S. NAVY ROOSEVELT ROADS

OFFICE NAME	NAME	OFFICE	HOME	RADIO/TEL
OIL SPILL DIR.	FIRE CHIEF BURGOS	865-4408		

OIL SPILL RESPONSE ORGANIZATIONS

AGENCY	OFF-HOURS	WORKING HOURS
SUN COMPANY EMERG. CENTER	800-SUN-CALL (24 HRS.)	
SUN TRANSPORT	610-494-9550 (24 HRS.)	
NATIONAL RESPONSE CORP.	800-899-4672 (24 HRS.)	516-369-8644
CLEAN CARIBBEAN COOP.	954-983-9880	
	954-989-2007	
COMMERCIAL DIVERS	800-981-5593 (U-33027)	844-0262
		384-3418
CORAL HEAD DIVERS		850-7208

INSURANCE ORGANIZATIONS

AGENCY	OFF-HOURS	WORKING HOURS
CIGNA	1-888-272-5246	
CIGNA (BRIAN MEEK)	888-260-2413 (PAGER)	

UPON COMPLETION OF THIS CALL LIST NOTIFY THE SHIFT-SUPERVISOR

MINOR-UNUSUAL EVENT TAB

FIRE

TAB 1

***** INSTRUCTIONS *****

NOTIFY ONE in each of the following ERO listed positions.

NOTE person filling each position and time notified.

***** READ THE FOLLOWING MESSAGE *****

A MINOR-UNUSUAL EVENT FIRE IS IN PROGRESS AT THE REFINERY

THE LOCATION IS: _____

THE EVENT STARTED AT: _____ HRS.

THE AFFECTED AREA SHIFT SUPERVISOR IS: _____

EXTENSION #: _____

THE EVENT TERMINATED AT: _____ HRS.

ON CALL MANAGER NOTIFIED AT: _____ HRS.

STAND BY AS EMERGENCY MEDICAL VEHICLE OPERATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
LABORATORY ON SHIFT	LAB. TECH. ERSS	2297 2318/3333			G-2

******* INSTRUCTIONS *******

NOTIFY THE FOLLOWING PERSONS BY OFFICE PHONE OR PAGER/BEEPER DURING NORMAL WORKING HOURS AND BY VOICE MAIL DURING OFF HOURS.

NOTIFICATION AS TACTICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. L. RUIZ ON SHIFT	E.R. SUPV. ERSS	2362 2318/3333	893-1467	330-1110	FB-1 G-2

NOTIFICATION AS ON-SCENE COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
E. RIVERA	LUBES SUPT.	2373	852-4564	386-9446	OPS-3
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5

NOTIFICATION AS INCIDENT COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. MORALES	REF. MGR.	2200	850-7294	389-7866	AD-1
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1

NOTIFICATION AS PLANNING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
E. LOZADA	PS MGR.	2236	852-5890	960	S-2

NOTIFICATION AS EMERGENCY CONTROL CENTER COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
E. LOZADA ON SHIFT	PSM COORD. ERSS	2236 2318/3333	852-5890	960	S-2 G-2

NOTIFICATION AS TECHNICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
W. RIVERA	TECH. MGR.	2309	724-6354	386-5595	
L. ROSARIO	P. E. SUPT.	2291	852-1531	386-9441	
R. PERALES	P. E. SUPT.	2274	743-0992		

NOTIFICATION AS INFORMATION OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		
E. MARTINEZ	TRNG. COORD.	2426	734-9303		

***** INSTRUCTIONS *****

ADDITIONALLY, NOTIFY THE FOLLOWING PERSONS:

- 1- AFFECTED AREA SUPERINTENDENT
- 2- AFFECTED AREA PLANT COORDINATOR
- 3- AFFECTED AREA MAINTENANCE FOREMAN
- 4- J. SEDA
- 5- L. ROSARIO

UPON COMPLETION OF THIS CALL LIST NOTIFY THE AFFECTED AREA SHIFT SUPERVISOR AND REPORT THE FINAL STATUS.

MINOR-UNUSUAL EVENT TAB

RELEASE (SPILL)

TAB 2

***** INSTRUCTIONS *****

NOTIFY ONE in each of the following ERO listed positions.

NOTE person filling each position and time notified.

***** READ THE FOLLOWING MESSAGE *****

A MINOR-UNUSUAL EVENT RELEASE (SPILL) IS IN PROGRESS AT THE REFINERY

THE LOCATION IS: _____

THE EVENT STARTED AT: _____ HRS.

THE AFFECTED AREA SHIFT SUPERVISOR IS: _____

EXTENSION #: _____

THE EVENT TERMINATED AT: _____ HRS.

ON CALL MANAGER NOTIFIED AT: _____ HRS.

RESPOND AS CP COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
QUALIFIED	ERB MEMBER	*** PERSON ON SHIFT ***			
J. FLECHA	ENV. TECH.	2308	852-5850	773	

RESPOND AS SECURITY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. MORALES	ST.JAMES LT.	2257/3333	893-2834	U-9780	

**** ONE OF THE FOLLOWING ****
*** CALL NEXT ON SHIFT FIRST ***

F. BAEZ	ERSS	789-1413	992
R. CRUZ	ERSS	893-3069	986
V. MERCED	ERSS	893-8568	993

RESPOND AS MAINTAINENCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
R. HUNTER	FUELS SUPT.	2426	761-5891	203-9475	FREQ. 1
R.M. PERALES	M. S. SUPT.	2488	743-0992	203-9580	
R. LOPEZ	CONT. ADMIN.	2502	893-4762		

***** INSTRUCTIONS *****

NOTIFY THE FOLLOWING PERSONS BY OFFICE PHONE OR PAGER/BEEPER DURING
NORMAL WORKING HOURS AND BY VOICE MAIL DURING OFF HOURS

NOTIFICATION AS ENVIRONMENTAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. ROSADO	ENV. SPEC.	2425	285-4539	203-9454	HEMI-4
L. COMAS	ENV. CONS.	2303	850-2216	386-9436	
C. MARTINEZ	SR. ENV. ENG	2431	288-8504	203-9455	

NOTIFICATION AS ON-SCENE COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. M. LOPEZ	PROD. MGR.	2378	767-8578	203-9481	
R. HUNTER	FUELS SUPT.	2426	761-5891	203-9475	FREQ. 1
J. A. MENDEZ	LUDES SUPT.	2202	745-2146	203-9463	

NOTIFICATION AS INCIDENT COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. MORALES	REF. MGR.	2200	850-7294	389-7866	AD-1
J. M. LOPEZ	PROD. MGR.	2378	767-8578	203-9481	
H.McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1

NOTIFICATION AS PLANNING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
E. LOZADA	PS MGR.	2236	852-5890	960	S-2

NOTIFICATION AS INFORMATION OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		
E. MARTINEZ	TRNG. COORD.	2426	734-9303		

NOTIFICATION AS RECORDING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
O. DELGADO	HES. SEC.	2292	893-6409		
W. HERNANDEZ	MAT. COORD.	2448	852-1741		
A. QUIÑONES	TECH. SEC.	2313	850-2237		

******* INSTRUCTIONS *********ADDITIONALLY, NOTIFY THE FOLLOWING PERSONS:**

- 1- J. DEL MORAL
- 2- A. L. RUIZ
- 3- E. LOZADA
- 4- J. C. PEREZ

UPON COMPLETION OF THIS CALL LIST NOTIFY THE AFFECTED AREA SHIFT
SUPERVISOR AND REPORT THE FINAL STATUS.

MINOR-UNUSUAL EVENT TAB

LOSS OF UTILITIES

TAB 3

***** INSTRUCTIONS *****

NOTIFY ONE in each of the following ERO listed positions.

NOTE person filling each position and time notified.

***** READ THE FOLLOWING MESSAGE *****

A MINOR-UNUSUAL EVENT LOSS OF UTILITIES IS IN PROGRESS AT THE
REFINERY

THE LOCATION IS: _____

THE EVENT STARTED AT: _____ HRS.

THE AFFECTED AREA SHIFT SUPERVISOR IS: _____

EXTENSION #: _____

THE EVENT TERMINATED AT: _____ HRS.

ON CALL MANAGER NOTIFIED AT: _____ HRS.

RESPOND AS MAINTENANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
J. SEDA	E & I SUP.	2497	390-0934	389-0461	FREQ. 5
M. MORALES	M. S. SUPT.	2393	791-3662		FREQ. 5

RESPOND AS ENVIRONMENTAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
L. COMAS	ENV. CONS.	2303	850-2216	386-9436	
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	
C. MARTINEZ	ENV. SPEC.	2431	402-9366	386-8689	

******* INSTRUCTIONS *******

NOTIFY THE FOLLOWING PERSONS BY OFFICE PHONE OR PAGER/BEEPER DURING
NORMAL WORKING HOURS AND BY VOICE MAIL DURING OFF HOURS.

NOTIFICATION AS ON-SCENE COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
E. RIVERA	LUBES SUPT.	2373	852-4564	386-9446	OPS-3

NOTIFICATION AS INCIDENT COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. MORALES	REF. MGR.	2200	850-7294	389-7866	AD-1
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1

NOTIFICATION AS PLANNING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
E. LOZADA	PS MGR.	2236	852-5890	960	S-2

NOTIFICATION AS INFORMATION OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		
E. MARTINEZ	TRNG. COORD.	2426	734-9303		

***** INSTRUCTIONS *****

ADDITIONALLY, NOTIFY THE FOLLOWING PERSONS:

- 1- H. DEL MORAL
- 2- H. LOZADA
- 3- F. SILVA
- 4- R. MORALES
- 5- E. RIVERA
- 6- A. L. RUIZ
- 7- J. A SEDA

UPON COMPLETION OF THIS CALL LIST NOTIFY THE AFFECTED AREA SHIFT SUPERVISOR AND REPORT THE FINAL STATUS.

***** INSTRUCTIONS *****

NOTIFY ONE in each of the following ERO listed positions.

NOTE person filling each position and time notified.

***** READ THE FOLLOWING MESSAGE *****

A MINOR-UNUSUAL EVENT NATURAL PHENOMENOM IS IN PROGRESS AT THE
REFINERY

THE LOCATION IS: _____

THE EVENT STARTED AT: _____ HRS.

THE AFFECTED AREA SHIFT SUPERVISOR IS: _____

EXTENSION #: _____

THE EVENT TERMINATED AT: _____ HRS.

ON CALL MANAGER NOTIFIED AT: _____ HRS.

RESPOND AS PLANNING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
E. LOZADA	PS MGR.	2236	852-5890	960	S-2

RESPOND AS ON-SCENE COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
E. RIVERA	LUBES SUPT.	2373	852-4564	386-9446	OPS-3
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5

RESPOND AS EMERGENCY CONTROL CENTER COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
E. LOZADA	PS MGR.	2236	852-5890	960	S-2
ON SHIFT	ERSS	2318/3333			G-2

RESPOND AS SECURITY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. MORALES	ST. JAMES LT.	2257/3333	893-2834	U-9780	

**** ONE OF THE FOLLOWING ****
*** CALL NEXT ON SHIFT FIRST ***

F. BAEZ	ERSS	789-1413	992
D. RODRIGUEZ	ERSS	852-9737	984
R. CRUZ	ERSS	893-3069	986
V. MERCED	ERSS	893-8568	993

STAND BY AS INCIDENT COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. MORALES	REF. MGR.	2200	850-7294	389-7866	AD-1
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1

STAND BY AS MAINTENANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
M. MORALES	M. S. SUPT.	2393	791-3662		FREQ. 5
J. SEDA	E & I SUP.	2497	390-0934	389-0461	FREQ. 5

STAND BY AS LOGISTICS OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. ZENQUIZ	MAT. MGR.	2216	893-4501		
MATERIALS ON-CALL				386-9257	

STAND BY AS TACTICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. L. RUIZ	E.R. SUPV.	2362	893-1467	330-1110	FB-1
ON SHIFT	ERSS	2318/3333			G-2
MAINT. ERB	ERB CAPT.	(DURING DAY TIME)			
ON SHIFT ERB	ERB CAPT.	(DURING OFF HOURS)			

STAND BY AS CP COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
QUALIFIED	ERB MEMBER	*** PERSON ON SHIFT ***			
J. FLECHA	ENV. TECH.	2308	852-5850	773	

******* INSTRUCTIONS *******

NOTIFY THE FOLLOWING PERSONS BY OFFICE PHONE OR PAGER/BEEPER DURING NORMAL WORKING HOURS AND BY VOICE MAIL DURING OFF HOURS.

NOTIFICATION AS INFORMATION OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		
E. MARTINEZ	TRNG. COORD.	2426	734-9303		

NOTIFICATION AS ENVIRONMENTAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
L. COMAS	ENV. CONS.	2303	850-2216	386-9436	
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	
C. MARTINEZ	ENV. SPEC.	2431	402-9366	386-8689	

NOTIFICATION AS TECHNICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
W. RIVERA	TECH. MGR.	2309	724-6354	386-5595	
L. ROSARIO	P. E. SUPT.	2291	852-1531	386-9441	
R. PERALES	P. E. SUPT.	2274	743-0992		

UPON COMPLETION OF THIS CALL LIST NOTIFY THE AFFECTED AREA SHIFT SUPERVISOR AND REPORT THE FINAL STATUS.

***** INSTRUCTIONS *****

NOTIFY ONE in each of the following ERO listed positions.

NOTE person filling each position and time notified.

***** READ THE FOLLOWING MESSAGE *****

A MINOR-UNUSUAL EVENT LOSS OF ENVIRONMENTAL CONTROL IS IN
PROGRESS AT THE REFINERY

THE LOCATION IS: _____

THE EVENT STARTED AT: _____ HRS.

THE AFFECTED AREA SHIFT SUPERVISOR IS: _____

EXTENSION #: _____

THE EVENT TERMINATED AT: _____ HRS.

ON CALL MANAGER NOTIFIED AT: _____ HRS.

RESPOND AS ENVIRONMENTAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
L. COMAS	ENV. CONS.	2303	850-2216	386-9436	
C. MARTINEZ	ENV. SPEC.	2431	402-9366	386-8689	
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	

******* INSTRUCTIONS *******

NOTIFY THE FOLLOWING PERSONS BY OFFICE PHONE OR PAGER/BEEPER DURING NORMAL WORKING HOURS AND BY VOICE MAIL DURING OFF HOURS.

NOTIFICATION AS ON-SCENE COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
E. RIVERA	LUBES SUPT.	2373	852-4564	386-9446	OPS-3

NOTIFICATION AS INCIDENT COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. MORALES	REF. MGR.	2200	850-7294	389-7866	AD-1
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1

NOTIFICATION AS PLANNING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
E. LOZADA	PS MGR.	2236	852-5890	960	S-2

NOTIFICATION AS TACTICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. L. RUIZ	E.R. SUPV.	2362	893-1467	330-1110	FB-1
ON SHIFT	ERSS	2318/3333			G-2

NOTIFICATION AS MAINTENANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
J. SEDA	E & I SUP.	2497	390-0934	389-0461	FREQ. 5
M. MORALES	M. S. SUPT.	2393	791-3662		FREQ. 5

NOTIFICATION AS INFORMATION OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		
E. MARTINEZ	TRNG. COORD.	2426	734-9303		

***** INSTRUCTIONS *****

ADDITIONALLY, NOTIFY THE FOLLOWING PERSONS:

- 1- E. RIVERA
- 2- AFFECTED AREA PLANT COORDINATOR
- 3- AFFECTED AREA MAINTENANCE FOREMAN
- 4- I. LABORDE
- 5- E. LOZADA
- 6- W. RIVERA

UPON COMPLETION OF THIS CALL LIST NOTIFY THE AFFECTED AREA SHIFT
SUPERVISOR AND REPORT THE FINAL STATUS.

MINOR-UNUSUAL EVENT TAB UNUSUAL OPERATIONS or OTHER EVENTS TAB 6

***** INSTRUCTIONS *****

NOTIFY ONE in each of the following ERO listed positions.

NOTE person filling each position and time notified.

***** READ THE FOLLOWING MESSAGE *****

A MINOR-UNUSUAL EVENT (SPECIFY) IS IN PROGRESS AT THE REFINERY .

THE LOCATION IS: _____

THE EVENT STARTED AT: _____ HRS.

THE AFFECTED AREA SHIFT SUPERVISOR IS: _____

EXTENSION #: _____

THE EVENT TERMINATED AT: _____ HRS.

ON CALL MANAGER NOTIFIED AT: _____ HRS.

RESPOND AS EMERGENCY MEDICAL VEHICLE OPERATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
LABORATORY	LAB. TECH.	2297			
ON SHIFT	ERSS	2318/3333			G-2

RESPOND AS SECURITY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. MORALES	ST. JAMES LT.	2257/3333	893-2834	U-9780	

**** ONE OF THE FOLLOWING ****
 *** CALL NEXT ON SHIFT FIRST ***

F. BAEZ	ERSS	789-1413	992
D. RODRIGUEZ	ERSS	852-9737	984
R. CRUZ	ERSS	893-3069	986
V. MERCED	ERSS	893-8568	993

RESPOND AS MEDICAL ASSISTANT

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. CAMACHO	IND. NURSE	2296	893-0304	810	MD-2
ON SHIFT	ERSS	2318/3333			G-2
LABORATORY	LAB. TECH.	2297			
YABUCOA HOSP.		*****	893-7100	*****	

STAND BY AS TACTICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. L. RUIZ	E.R. SUPV.	2362	893-1467	330-1110	FB-1
ON SHIFT	ERSS	2318/3333			G-2
MAINT. ERB	ERB CAPT.	(DURING DAY TIME)			
ON SHIFT ERB	ERB CAPT.	(DURING OFF HOURS)			

***** INSTRUCTIONS *****

NOTIFY THE FOLLOWING PERSONS BY OFFICE PHONE OR PAGER/BEEPER DURING
 NORMAL WORKING HOURS AND BY VOICE MAIL DURING OFF HOURS.

NOTIFICATION AS EMERGENCY MEDICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
DR. FUENTES	REF.DR.	2295	789-0884		MD-1
M. CAMACHO	IND. NURSE	2296	893-0304	810	MD-2
YABUCOA HOSP.		*****	893-7100	*****	

NOTIFICATION AS INFORMATION OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		
E. MARTINEZ	TRNG. COORD.	2426	734-9303		

NOTIFICATION AS ON-SCENE COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
E. RIVERA	LUBES SUPT.	2373	852-4564	386-9446	OPS-3
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5

NOTIFICATION AS INCIDENT COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. MORALES	REF. MGR.	2200	850-7294	389-7866	AD-1
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1

NOTIFICATION AS PLANNING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
E. LOZADA	PS MGR.	2236	852-5890	960	S-2

NOTIFICATION AS EMERGENCY CONTROL CENTER COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
E. LOZADA	PS MGR.	2236	852-5890	960	S-2
ON SHIFT	ERSS	2318/3333			G-2

UPON COMPLETION OF THIS CALL LIST NOTIFY THE AFFECTED AREA SHIFT
SUPERVISOR AND REPORT THE FINAL STATUS.

***** INSTRUCTIONS *****

NOTIFY ONE in each of the following ERO listed positions.

NOTE person filling each position and time notified.

***** READ THE FOLLOWING MESSAGE *****

A MINOR-UNUSUAL EVENT EQUIPMENT FAILURE IS IN PROGRESS AT THE
REFINERY

THE LOCATION IS: _____

THE EVENT STARTED AT: _____ HRS.

THE AFFECTED AREA SHIFT SUPERVISOR IS: _____

EXTENSION #: _____

THE EVENT TERMINATED AT: _____ HRS.

ON CALL MANAGER NOTIFIED AT: _____ HRS.

STAND BY AS MAINTENANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
J. SEDA	E & I SUP.	2497	390-0934	389-0461	FREQ. 5
M. MORALES	M. S. SUPT.	2393	791-3662		FREQ. 5

******* INSTRUCTIONS *******

NOTIFY THE FOLLOWING PERSONS BY OFFICE PHONE OR PAGER/BEEPER DURING NORMAL WORKING HOURS AND BY VOICE MAIL DURING OFF HOURS.

NOTIFICATION AS ON-SCENE COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
E. RIVERA	LUBES SUPT.	2373	852-4564	386-9446	OPS-3

NOTIFICATION AS INCIDENT COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. MORALES	REF. MGR.	2200	850-7294	389-7866	AD-1
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1

NOTIFICATION AS TACTICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. L. RUIZ	E.R. SUPV.	2362	893-1467	330-1110	FB-1
ON SHIFT	ERSS	2318/3333			G-2

NOTIFICATION AS PLANNING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
E. LOZADA	PS MGR.	2236	852-5890	960	S-2

NOTIFICATION AS EMERGENCY CONTROL CENTER COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
E. LOZADA	PS MGR.	2236	852-5890	960	S-2
ON SHIFT	ERSS	2318/3333			G-2

UPON COMPLETION OF THIS CALL LIST NOTIFY THE AFFECTED AREA SHIFT
SUPERVISOR AND REPORT THE FINAL STATUS.

MAJOR-SITE EMERGENCY

FIRE

TAB 1

***** INSTRUCTIONS *****

NOTIFY ONE in each of the following ERO listed positions.

NOTE person filling each position and time notified.

***** READ THE FOLLOWING MESSAGE *****

A MAJOR-SITE EVENT FIRE IS IN PROGRESS AT THE REFINERY

THE LOCATION IS: _____

THE EVENT STARTED AT: _____ HRS.

THE AFFECTED AREA SHIFT SUPERVISOR IS: _____

EXTENSION #: _____

THE EVENT TERMINATED AT: _____ HRS.

ON CALL MANAGER NOTIFIED AT: _____ HRS.

RESPOND AS EMERGENCY RESPONSE BRIGADE

***** INSTRUCTIONS *****
*** ACTIVATE BOTH GROUP CALLS ***

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
GROUP CALL	MANT. BRIGADES			680	
GROUP CALL	OPS. BRIGADES			690	

RESPOND AS CP COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
QUALIFIED	ERB MEMBER	*** PERSON ON SHIFT ***			
J. FLECHA	ENV. TECH.	2308	852-5850	773	

RESPOND AS TACTICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. L. RUIZ	E.R. SUPV.	2362	893-1467	330-1110	FB-1
ON SHIFT	ERSS	2318/3333			G-2
MAINT. ERB	ERB CAPT.	(DURING DAY TIME)			
ON SHIFT ERB	ERB CAPT.	(DURING OFF HOURS)			

RESPOND AS SECURITY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. MORALES	ST. JAMES LT.	2257/3333	893-2834	U-9780	

**** ONE OF THE FOLLOWING ****
*** CALL NEXT ON SHIFT FIRST ***

F. BAEZ	ERSS	789-1413	992
D. RODRIGUEZ	ERSS	852-9737	984
R. CRUZ	ERSS	893-3069	986
V. MERCED	ERSS	893-8568	993

RESPOND AS EMERGENCY MEDICAL VEHICLE OPERATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
LABORATORY	LAB. TECH.	2297			
ON SHIFT	ERSS	2318/3333			G-2

RESPOND AS MEDICAL ASSISTANT

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. CAMACHO	IND. NURSE	2296	893-0304	810	
ON SHIFT	ERSS	2318/3333			G-2
LABORATORY	LAB. TECH.	2297			
YABUCOA HOSP.		*****	893-7100	*****	

RESPOND AS ON-SCENE COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
E. RIVERA	LUBES SUPT.	2373	852-4564	386-9446	OPS-3
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5

RESPOND AS INCIDENT COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. MORALES	REF. MGR.	2200	850-7294	389-7866	AD-1
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1

RESPOND AS PLANNING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
E. LOZADA	PS MGR.	2236	852-5890	960	S-2

RESPOND AS EMERGENCY CONTROL CENTER COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
E. LOZADA	PS MGR.	2236	852-5890	960	S-2
ON SHIFT	ERSS	2318/3333			G-2

RESPOND AS MEDICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
DR. FUENTES	REF.DR.	2295	789-0884	386-8488	MD-1
M. CAMACHO	IND. NURSE	2296	893-0304	810	MD-2
YABUCOA HOSP.		*****	893-7100	*****	

RESPOND AS MAINTENANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
J. SEDA	E & I SUP.	2497	390-0934	389-0461	FREQ. 5
M. MORALES	M. S. SUPT.	2393	791-3662		FREQ. 5

RESPOND AS TECHNICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
W. RIVERA	TECH. MGR.	2309	724-6354	386-5595	
L. ROSARIO	P. E. SUPT.	2291	852-1531	386-9441	
R. PERALES	P. E. SUPT.	2274	743-0992		

RESPOND AS LOGISTICS OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. ZENQUIZ	MAT. MGR.	2216	893-4501		
MATERIALS ON-CALL				386-9257	

RESPOND AS SAFETY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. DE ARCE	SAF. SPEC.	2301	783-7042	386-5617	

RESPOND AS INFORMATION OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		
E. MARTINEZ	TRNG. COORD.	2426	734-9303	733-4652	

RESPOND AS ENVIRONMENTAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
L. COMAS	ENV. CONS.	2303	850-2216	386-9436	
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	
C. MARTINEZ	ENV. SPEC.	2431	402-9366	386-8689	

RESPOND AS RECORDING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
O. DELGADO	HES. SEC.	2292	893-6409		
W. HERNANDEZ	MAT. COORD.	2448	852-1741		
A. QUIÑONES	TECH. SEC.	2313	850-2237		

RESPOND AS LEPC OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	
L. COMAS	ENV. CONS.	2303	746-1700	386-9436	

RESPOND AS FINANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. COLAVITA	FIN. DIR.	2369	790-0540		
I. SANTOS	ACC. PAY.	2395	852-8291		
N. SANTANA	CONTROLLER	2369	743-9581		

RESPOND AS LIAISON OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. JOHNSON	E&PS MGR.	2509	850-0810		
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		

STAND BY AS STAGING AREA OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
ON SHIFT	ERSS	2318/3333			G-2
*** ANY QUALIFIED AVAILABLE RESPONDER ***					

UPON COMPLETION OF THIS CALL LIST NOTIFY THE AFFECTED AREA SHIFT SUPERVISOR AND REPORT THE FINAL STATUS.
--

MAJOR-SITE EMERGENCY

RELEASE (SPILL)

TAB 2

***** INSTRUCTIONS *****

NOTIFY ONE in each of the following ERO listed positions.

NOTE person filling each position and time notified.

***** READ THE FOLLOWING MESSAGE *****

A MAJOR-SITE EVENT RELEASE (SPILL) IS IN PROGRESS AT THE REFINERY

THE LOCATION IS: _____

THE EVENT STARTED AT: _____ HRS.

THE AFFECTED AREA SHIFT SUPERVISOR IS: _____

EXTENSION #: _____

THE EVENT TERMINATED AT: _____ HRS.

ON CALL MANAGER NOTIFIED AT: _____ HRS.

RESPOND AS CP COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
QUALIFIED	ERB MEMBER	*** PERSON ON SHIFT ***			
J. FLECHA	ENV. TECH.	2308	852-5850	773	

RESPOND AS SECURITY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. MORALES	ST. JAMES LT.	2257/3333	893-2834	U-9780	

**** ONE OF THE FOLLOWING ****
 *** CALL NEXT ON SHIFT FIRST ***

F. BAEZ	ERSS	789-1413	992
D. RODRIGUEZ	ERSS	852-9737	984
R. CRUZ	ERSS	893-3069	986
V. MERCED	ERSS	893-8568	993

RESPOND AS MAINTENANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
M. MORALES	M. S. SUPT.	2393	791-3662		FREQ. 5
J. C. PEREZ	CONT. ADMIN.	2245	850-7637		FREQ. 5

RESPOND AS TACTICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. L. RUIZ	E.R. SUPV.	2362	893-1467	330-1110	FB-1
ON SHIFT	ERSS	2318/3333			G-2
MAINT. ERB	ERB CAPT.	(DURING DAY TIME)			
ON SHIFT ERB	ERB CAPT.	(DURING OFF HOURS)			

RESPOND AS ENVIRONMENTAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
L. COMAS	ENV. CONS.	2303	850-2216	386-9436	
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	
C. MARTINEZ	ENV. SPEC.	2431	402-9366	386-8689	

RESPOND AS ON-SCENE COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
E. RIVERA	LUBES SUPT.	2373	852-4564	386-9446	OPS-3

RESPOND AS INCIDENT COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. MORALES	REF. MGR.	2200	850-7294	389-7866	AD-1
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1

RESPOND AS PLANNING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
E. LOZADA	PS MGR.	2236	852-5890	960	S-2

RESPOND AS EMERGENCY CONTROL CENTER COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
E. LOZADA	PS MGR.	2236	852-5890	960	S-2
ON SHIFT	ERSS	2318/3333			G-2

RESPOND AS INFORMATION OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		
E. MARTINEZ	TRNG. COORD.	2426	734-9303		

RESPOND AS LOGISTICS OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. ZENQUIZ	MAT. MGR.	2216	893-4501		
MATERIALS ON-CALL				386-9257	

RESPOND AS SAFETY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. DE ARCE	IND. HYG.	2301	783-7042	386-5617	

RESPOND AS RECORDING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
O. DELGADO	HES. SEC.	2292	893-6409		
W. HERNANDEZ	MAT. COORD.	2448	852-1741		
A. QUIÑONES	TECH. SEC.	2313	850-2237		

RESPOND AS LEPC OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	
L. COMAS	ENV. CONS.	2303	746-1700	386-9436	
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1

RESPOND AS FINANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. COLAVITA	FIN. DIR.	2369	790-0540		
I. SANTOS	INV & AC. PAY.	2395	852-8291		
N. SANTANA	CONTROLLER	2369	743-9581		

RESPOND AS TECHNICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
W. RIVERA	TECH. MGR.	2309	724-6354	386-5595	
L. ROSARIO	P. E. SUPT.	2291	852-1531	386-9441	
R. PERALES	P. E. SUPT.	2274	743-0992		

RESPOND AS LIAISON OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. JOHNSON	E&PS MGR.	2509	850-0810		
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		

RESPOND AS STAGING AREA OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
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ON SHIFT ERSS 2318/3333 G-2
*** ANY QUALIFIED AVAILABLE RESPONDER ***

UPON COMPLETION OF THIS CALL LIST NOTIFY THE AFFECTED AREA SHIFT
SUPERVISOR AND REPORT THE FINAL STATUS.

MAJOR SITE EMERGENCY

LOSS OF UTILITIES

TAB 3

***** INSTRUCTIONS *****

NOTIFY ONE in each of the following ERO listed positions.

NOTE person filling each position and time notified.

***** READ THE FOLLOWING MESSAGE *****

A MAJOR-SITE EVENT LOSS OF UTILITIES IS IN PROGRESS AT THE REFINERY

THE LOCATION IS: _____

THE EVENT STARTED AT: _____ HRS.

THE AFFECTED AREA SHIFT SUPERVISOR IS: _____

EXTENSION #: _____

THE EVENT TERMINATED AT: _____ HRS.

ON CALL MANAGER NOTIFIED AT: _____ HRS.

RESPOND AS SECURITY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
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A. MORALES ST. JAMES LT. 2257/3333 893-2834 U-9780

**** ONE OF THE FOLLOWING ****
*** CALL NEXT ON SHIFT FIRST ***

F. BAEZ	ERSS	789-1413	992
D. RODRIGUEZ	ERSS	852-9737	984
R. CRUZ	ERSS	893-3069	986
V. MERCED	ERSS	893-8568	993

RESPOND AS ON-SCENE COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
------	-------	--------	------	--------	-----------

F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
E. RIVERA	LUBES SUPT.	2373	852-4564	386-9446	OPS-3

RESPOND AS MAINTENANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
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H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
J. SEDA	E & I SUP.	2497	390-0934	389-0461	FREQ. 5
M. MORALES	M. S. SUPT.	2393	791-3662		FREQ. 5

RESPOND AS ENVIRONMENTAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
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L. COMAS	ENV. CONS.	2303	850-2216	386-9436	
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	
C. MARTINEZ	ENV. SPEC.	2431	402-9366	386-8689	

RESPOND AS TACTICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
------	-------	--------	------	--------	-----------

A. L. RUIZ	E.R. SUPV.	2362	893-1467	330-1110	FB-1
ON SHIFT	ERSS	2318/3333			G-2
MAINT. ERB	ERB CAPT.	(DURING DAY TIME)			
ON SHIFT ERB	ERB CAPT.	(DURING OFF HOURS)			

STAND BY AS INCIDENT COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
------	-------	--------	------	--------	-----------

J. MORALES	REF. MGR.	2200	850-7294	389-7866	AD-1
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
H. MCLEOD	HES MGR.	2300	852-9864	386-6968	RM-1

STAND BY AS PLANNING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
E. LOZADA	PS MGR.	2236	852-5890	960	S-2

STAND BY AS CP COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
QUALIFIED	ERB MEMBER	*** PERSON ON SHIFT ***			
J. FLECHA	ENV. TECH.	2308	852-5850	773	

STAND BY AS LOGISTICS OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. ZENQUIZ	MAT. MGR.	2216	893-4501		
MATERIALS ON-CALL				386-9257	

STAND BY AS SAFETY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. DE ARCE	IND. HYG.	2301	783-7042	386-5617	

******* INSTRUCTIONS *******

NOTIFY THE FOLLOWING PERSONS BY OFFICE PHONE OR PAGER/BEEPER DURING NORMAL WORKING HOURS AND BY VOICE MAIL DURING OFF HOURS.

NOTIFICATION AS INFORMATION OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		
E. MARTINEZ	TRNG. COORD.	2426	734-9303		

NOTIFICATION BY AS FINANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. COLAVITA	FIN. DIR.	2369	790-0540		
I. SANTOS	INV & AC. PAY.	2395	852-8291		
N. SANTANA	CONTROLLER	2369	743-9581		

RESPOND AS TECHNICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
W. RIVERA	TECH. MGR.	2309	724-6354	386-5595	
L. ROSARIO	P. E. SUPT.	2291	852-1531	386-9441	
R. PERALES	P. E. SUPT.	2274	743-0992		

UPON COMPLETION OF THIS CALL LIST NOTIFY THE AFFECTED AREA SHIFT SUPERVISOR AND REPORT THE FINAL STATUS.

MAJOR-SITE EMERGENCY

NATURAL PHENOMENON

TAB 4

***** INSTRUCTIONS *****

NOTIFY ONE in each of the following ERO listed positions.

NOTE person filling each position and time notified.

***** READ THE FOLLOWING MESSAGE *****

A MAJOR-SITE EVENT NATURAL PHENOMENON IS IN PROGRESS AT THE REFINERY

THE LOCATION IS: _____

THE EVENT STARTED AT: _____ HRS.

THE AFFECTED AREA SHIFT SUPERVISOR IS: _____

EXTENSION #: _____

THE EVENT TERMINATED AT: _____ HRS.

ON CALL MANAGER NOTIFIED AT: _____ HRS.

RESPOND AS ON-SCENE COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
E. RIVERA	LUBES SUPT.	2373	852-4564	386-9446	OPS-3
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5

RESPOND AS INCIDENT COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. MORALES	REF. MGR.	2200	850-7294	389-7866	AD-1
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1

RESPOND AS PLANNING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
E. LOZADA	PS MGR.	2236	852-5890	960	S-2

RESPOND AS INFORMATION OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		
E. MARTINEZ	TRNG. COORD.	2426	734-9303		

RESPOND AS TACTICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. L. RUIZ	E.R. SUPV.	2362	893-1467	330-1110	FB-1
ON SHIFT	ERSS	2318/3333			G-2
MAINT. ERB	ERB CAPT.	(DURING DAY TIME)			
ON SHIFT ERB	ERB CAPT.	(DURING OFF HOURS)			

RESPOND AS MAINTENANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
M. MORALES	M. S. SUPT.	2393	791-3662		FREQ. 5
J. SEDA	E & I SUP.	2497	390-0934	389-0461	FREQ, 5

RESPOND AS CP COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
QUALIFIED	ERB MEMBER	*** PERSON ON SHIFT ***			
J. FLECHA	ENV. TECH.	2308	852-5850	773	

RESPOND AS EMERGENCY CONTROL CENTER COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
E. LOZADA	PS MGR.	2236	852-5890	960	S-2
ON SHIFT	ERSS	2318/3333			G-2

RESPOND AS SECURITY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. MORALES	ST. JAMES LT.	2257/3333	893-2834	U-9780	

**** ONE OF THE FOLLOWING ****
*** CALL NEXT ON SHIFT FIRST ***

F. BAEZ	ERSS	789-1413		992	
D. RODRIGUEZ	ERSS	852-9737		984	
R. CRUZ	ERSS	893-3069		986	
V. MERCED	ERSS	893-8568		993	

RESPOND AS RECORDING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
O. DELGADO	HES. SEC.	2292	893-6409		
W. HERNANDEZ	MAT. COORD.	2448	852-1741		
A. QUIÑONES	TECH. SEC.	2313	850-2237		

RESPOND AS LOGISTICS OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. ZENQUIZ	MAT. MGR.	2216	893-4501		
MATERIALS ON-CALL				386-9257	

RESPOND AS SAFETY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. DE ARCE	IND. HYG.	2301	783-7042	386-5617	

RESPOND AS STAGING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
ON SHIFT	ERSS	2318/3333			G-2
*** ANY QUALIFIED AVAILABLE RESPONDER ***					

STAND BY AS ENVIRONMENTAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
L. COMAS	ENV. CONS.	2303	850-2216	386-9436	
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	
C. MARTINEZ	ENV. SPEC.	2431	402-9366	386-8689	

STAND BY AS MEDICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
DR. FUENTES	REF.DR.	2295	789-0884		MD-1
M. CAMACHO	IND. NURSE	2296	893-0304	810	MD-2
YABUCOA HOSP.		*****	893-7100	*****	

STAND BY AS FINANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. COLAVITA	FIN. DIR.	2369	790-0540		
I. SANTOS	INV & AC. PAY.	2395	852-8291		
N. SANTANA	CONTROLLER	2369	743-9581		

STAND BY AS TECHNICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
W. RIVERA	TECH. MGR.	2309	724-6354	386-5595	
L. ROSARIO	P. E. SUPT.	2291	852-1531	386-9441	
R. PERALES	P. E. SUPT.	2274	743-0992		

UPON COMPLETION OF THIS CALL LIST NOTIFY THE AFFECTED AREA SHIFT
SUPERVISOR AND REPORT THE FINAL STATUS.

MAJOR SITE EMERGENCY

LOSS OF ENVIRONMENTAL CONTROL

TAB 5

***** INSTRUCTIONS *****

NOTIFY ONE in each of the following ERO listed positions.

NOTE person filling each position and time notified.

***** READ THE FOLLOWING MESSAGE *****

A MAJOR-SITE EVENT LOSS OF ENVIRONMENTAL CONTROL IS IN PROGRESS AT
THE REFINERY

THE LOCATION IS: _____

THE EVENT STARTED AT: _____ HRS.

THE AFFECTED AREA SHIFT SUPERVISOR IS: _____

EXTENSION #: _____

THE EVENT TERMINATED AT: _____ HRS.

ON CALL MANAGER NOTIFIED AT: _____ HRS.

RESPOND AS ON-SCENE COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
E. RIVERA	LUBES SUPT.	2373	852-4564	386-9446	OPS-3

RESPOND AS INFORMATION OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		
E. MARTINEZ	TRNG. COORD.	2426	734-9303		

RESPOND AS MAINTENANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
J. SEDA	E & I SUP.	2497	390-0934	389-0461	FREQ. 5
M. MORALES	M. S. SUPT.	2393	791-3662		FREQ. 5

RESPOND AS SECURITY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. MORALES	ST. JAMES LT.	2257/3333	893-2834	U-9780	

**** ONE OF THE FOLLOWING ****
*** CALL NEXT ON SHIFT FIRST ***

F. BAEZ	ERSS	789-1413	992
D. RODRIGUEZ	ERSS	852-9737	984
R. CRUZ	ERSS	893-3069	986
V. MERCED	ERSS	893-8568	993

RESPOND AS ENVIRONMENTAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
L. COMAS	ENV. CONS.	2303	850-2216	386-9436	
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	
C. MARTINEZ	ENV. SPEC.	2431	402-9366	386-8689	

RESPOND AS SAFETY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. DE ARCE	IND. HYG.	2301	783-7042	386-5617	

STAND BY AS TACTICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. L. RUIZ	E.R. SUPV.	2362	893-1467	330-1110	FB-1
DAY SHIFT	ERSS	2318/3333			G-2

STAND BY AS INCIDENT COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. MORALES	REF. MGR.	2200	850-7294	389-7866	AD-1
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1

STAND BY AS PLANNING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
E. LOZADA	PS MGR.	2236	852-5890	960	S-2

STAND BY AS CP COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
QUALIFIED	ERB MEMBER	*** PERSON ON SHIFT ***			
J. FLECHA	ENV. TECH.	2308	852-5850	773	

STAND BY AS EMERGENCY CONTROL CENTER COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
E. LOZADA	PS MGR.	2236	852-5890	960	S-2
ON SHIFT	ERSS	2318/3333			G-2

STAND BY AS RECORDING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
O. DELGADO	HES. SEC.	2292	893-6409		
W. HERNANDEZ	MAT. COORD.	2448	852-1741		
A. QUIÑONES	TECH. SEC.	2313	850-2237		

STAND BY AS TECHNICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
W. RIVERA	TECH. MGR.	2309	724-6354	386-5595	
L. ROSARIO	P. E. SUPT.	2291	852-1531	386-9441	
R. PERALES	P. E. SUPT.	2274	743-0992		

STAND BY AS FINANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. COLAVITA	FIN. DIR.	2369	790-0540		
I. SANTOS	INV & AC. PAY.	2395	852-8291		
N. SANTANA	CONTROLLER	2369	743-9581		

UPON COMPLETION OF THIS CALL LIST NOTIFY THE AFFECTED AREA SHIFT SUPERVISOR AND REPORT THE FINAL STATUS.
--

***** INSTRUCTIONS *****

NOTIFY ONE in each of the following ERO listed positions.

NOTE person filling each position and time notified.

***** READ THE FOLLOWING MESSAGE *****

A MAJOR-SITE EVENT (SPECIFY) IS IN PROGRESS AT THE REFINERY

THE LOCATION IS: _____

THE EVENT STARTED AT: _____ HRS.

THE AFFECTED AREA SHIFT SUPERVISOR IS: _____

EXTENSION #: _____

THE EVENT TERMINATED AT: _____ HRS.

ON CALL MANAGER NOTIFIED AT: _____ HRS.

RESPOND AS EMERGENCY RESPONSE BRIGADE

***** INSTRUCTIONS *****
*** ACTIVATE BOTH GROUP CALLS ***

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
GROUP CALL	MANT. BRIGADES			680	
GROUP CALL	OPS. BRIGADES			690	

RESPOND AS TACTICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. L. RUIZ	E.R. SUPV.	2362	893-1467	330-1110	FB-1
ON SHIFT	ERSS	2318/3333			G-2
MAINT. ERB	ERB CAPT.	(DURING DAY TIME)			
ON SHIFT ERB	ERB CAPT.	(DURING OFF HOURS)			

RESPOND AS CP COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
QUALIFIED	ERB MEMBER	*** PERSON ON SHIFT ***			
J. FLECHA	ENV. TECH.	2308	852-5850	773	

RESPOND AS EMERGENCY MEDICAL VEHICLE OPERATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
LABORATORY	LAB. TECH.	2297			
ON SHIFT	ERSS	2318/3333			G-2

RESPOND AS EMERGENCY CONTROL CENTER COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
E. LOZADA	PS MGR.	2236	852-5890	960	S-2
ON SHIFT	ERSS	2318/3333			G-2

RESPOND AS SECURITY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. MORALES	ST. JAMES LT.	2257/3333	893-2834	U-9780	

**** ONE OF THE FOLLOWING ****
*** CALL NEXT ON SHIFT FIRST ***

F. BAEZ	ERSS	789-1413	992	
D. RODRIGUEZ	ERSS	852-9737	984	
R. CRUZ	ERSS	893-3069	986	
V. MERCED	ERSS	893-8568	993	

RESPOND AS MEDICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
DR. FUENTES	REF.DR.	2295	789-0884		MD-1
M. CAMACHO	IND. NURSE	2296	893-0304	810	MD-2
YABUCOA HOSP.		*****	893-7100	*****	

RESPOND AS ON-SCENE COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
E. RIVERA	LUBES SUPT.	2373	852-4564	386-9446	OPS-3
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5

RESPOND AS INCIDENT COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. MORALES	REF. MGR.	2200	850-7294	389-7866	AD-1
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1

RESPOND AS PLANNING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
E. LOZADA	PS MGR.	2236	852-5890	960	S-2

RESPOND AS INFORMATION OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		
E. MARTINEZ	TRNG. COORD.	2426	734-9303		

RESPOND AS RECORDING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
O. DELGADO	HES. SEC.	2292	893-6409		
W. HERNANDEZ	MAT. COORD.	2448	852-1741		
A. QUIÑONES	TECH. SEC.	2313	850-2237		

RESPOND AS SAFETY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. DE ARCE	IND. HYG.	2301	783-7042	386-5617	

STAND BY AS MAINTENANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
J. SEDA	E & I SUP.	2497	390-0934	389-0461	FREQ, 5
M. MORALES	M. S. SUPT.	2393	791-3662		FREQ. 5

STAND BY AS TECHNICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
W. RIVERA	TECH. MGR.	2309	724-6354	386-5595	
L. ROSARIO	P. E. SUPT.	2291	852-1531	386-9441	
R. PERALES	P. E. SUPT.	2274	743-0992		

STAND BY AS STAGING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
ON SHIFT	ERSS	2318/3333			G-2
*** ANY QUALIFIED AVAILABLE RESPONDER ***					

UPON COMPLETION OF THIS CALL LIST NOTIFY THE AFFECTED AREA SHIFT
SUPERVISOR AND REPORT THE FINAL STATUS.

MAJOR SITE EMERGENCY

EQUIPMENT FAILURE

TAB 7

***** INSTRUCTIONS *****

NOTIFY ONE in each of the following ERO listed positions.

NOTE person filling each position and time notified.

***** READ THE FOLLOWING MESSAGE *****

A MAJOR-SITE EVENT EQUIPMENT FAILURE IS IN PROGRESS AT THE REFINERY

THE LOCATION IS: _____

THE EVENT STARTED AT: _____ HRS.

THE AFFECTED AREA SHIFT SUPERVISOR IS: _____

EXTENSION #: _____

THE EVENT TERMINATED AT: _____ HRS.

ON CALL MANAGER NOTIFIED AT: _____ HRS.

RESPOND AS RADIATION OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. DE ARCE	IND. HYG.	2301	783-7042	386-5617	
E. LOZADA	PS MGR.	2236	852-5890	960	S-2
J. SEDA	E & I SUP.	2497	390-0934	389-0461	FREQ. 5

RESPOND AS PLANNING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
E. LOZADA	PS MGR.	2236	852-5890	960	S-2

RESPOND AS MAINTENANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
J. SEDA	E & I SUP.	2497	390-0934	389-0461	FREQ, 5
M. MORALES	M. S. SUPT.	2393	791-3662		FREQ. 5

RESPOND AS TACTICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. L. RUIZ	E.R. SUPV.	2362	893-1467	330-1110	FB-1
ON SHIFT	ERSS	2318/3333			G-2
MAINT. ERB	ERB CAPT.	(DURING DAY TIME)			
ON SHIFT ERB	ERB CAPT.	(DURING OFF HOURS)			

RESPOND AS SECURITY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. MORALES	ST. JAMES LT.	2257/3333	893-2834	U-9780	

**** ONE OF THE FOLLOWING ****
*** CALL NEXT ON SHIFT FIRST ***

F. BAEZ	ERSS	789-1413	992
D. RODRIGUEZ	ERSS	852-9737	984
R. CRUZ	ERSS	893-3069	986
V. MERCED	ERSS	893-8568	993

STAND BY AS ON-SCENE COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
E. RIVERA	LUBES SUPT.	2373	852-4564	386-9446	OPS-3

STAND BY AS INCIDENT COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. MORALES	REF. MGR.	2200	850-7294	389-7866	AD-1
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1

STAND BY AS INFORMATION OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		
E. MARTINEZ	TRNG. COORD.	2426	734-9303		

STAND BY AS CP COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
QUALIFIED	ERB MEMBER	*** PERSON ON SHIFT ***			
J. FLECHA	ENV. TECH.	2308	852-5850	773	

STAND BY AS EMERGENCY CONTROL CENTER COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
E. LOZADA	PS MGR.	2236	852-5890	960	S-2
ON SHIFT	ERSS	2318/3333			G-2

STAND BY AS LOGISTICS OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. ZENQUIZ	MAT. MGR.	2216	893-4501		
MATERIALS ON-CALL				386-9257	

STAND BY AS RECORDING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
O. DELGADO	HES. SEC.	2292	893-6409		
W. HERNANDEZ	MAT. COORD.	2448	852-1741		
A. QUIÑONES	TECH. SEC.	2313	850-2237		

STAND BY AS STAGING AREA OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
ON SHIFT	ERSS	2318/3333			G-2
*** ANY QUALIFIED AVAILABLE RESPONDER ***					

NOTIFICATION AS ENVIRONMENTAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
L. COMAS	ENV. CONS.	2303	850-2216	386-9436	
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	
C. MARTINEZ	ENV. SPEC.	2431	402-9366	386-8689	

UPON COMPLETION OF THIS CALL LIST NOTIFY THE AFFECTED AREA SHIFT SUPERVISOR AND REPORT THE FINAL STATUS.
--

MAJOR-GENERAL EMERGENCY

FIRE

TAB 1

***** INSTRUCTIONS *****

NOTIFY ONE in each of the following ERO listed positions.

NOTE person filling each position and time notified.

***** READ THE FOLLOWING MESSAGE *****

A MAJOR-GENERAL EVENT FIRE IS IN PROGRESS AT THE REFINERY

THE LOCATION IS: _____

THE EVENT STARTED AT: _____ HRS.

THE AFFECTED AREA SHIFT SUPERVISOR IS: _____

EXTENSION #: _____

THE EVENT TERMINATED AT: _____ HRS.

ON CALL MANAGER NOTIFIED AT: _____ HRS.

RESPOND AS EMERGENCY RESPONSE BRIGADE

***** INSTRUCTIONS *****
*** ACTIVATE BOTH GROUP CALLS ***

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
GROUP CALL	MAIT. BRIGADES			680	
GROUP CALL	OPS. BRIGADES			690	

RESPOND AS CP COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
QUALIFIED	ERB MEMBER	*** PERSON ON SHIFT ***			
J. FLECHA	ENV. TECH.	2308	852-5850	773	

RESPOND AS TACTICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. L. RUIZ	E.R. SUPV.	2362	893-1467	330-1110	FB-1
ON SHIFT	ERSS	2318/3333			G-2
MAINT. ERB	ERB CAPT.	(DURING DAY TIME)			
ON SHIFT ERB	ERB CAPT.	(DURING OFF HOURS)			

RESPOND AS SECURITY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. MORALES	ST. JAMES LT.	2257/3333	893-2834	U-9780	

**** ONE OF THE FOLLOWING ****
*** CALL NEXT ON SHIFT FIRST ***

F. BAEZ	ERSS	789-1413	992	
D. RODRIGUEZ	ERSS	852-9737	984	
R. CRUZ	ERSS	893-3069	986	
V. MERCED	ERSS	893-8568	993	

RESPOND AS EMERGENCY MEDICAL VEHICLE OPERATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
LABORATORY	LAB. TECH.	2297			
ON SHIFT	ERSS	2318/3333			G-2

RESPOND AS MEDICAL ASSISTANT

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. CAMACHO	IND. NURSE	2296	893-0304	810	
ON SHIFT	ERSS	2318/3333			G-2
LABORATORY	LAB. TECH.	2297			
YABUCOA HOSP.		*****	893-7100	*****	

RESPOND AS ON-SCENE COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
E. RIVERA	LUBES SUPT.	2373	852-4564	386-9446	OPS-3
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5

RESPOND AS INCIDENT COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. MORALES	REF. MGR.	2200	850-7294	389-7866	AD-1
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1

RESPOND AS PLANNING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
E. LOZADA	PS MGR.	2236	852-5890	960	S-2

RESPOND AS EMERGENCY CONTROL CENTER COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
E. LOZADA	PS MGR.	2236	852-5890	960	S-2
ON SHIFT	ERSS	2318/3333			G-2

RESPOND AS MEDICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
DR. FUENTES	REF.DR.	2295	789-0884	386-8488	MD-1
M. CAMACHO	IND. NURSE	2296	893-0304	810	MD-2
YABUCOA HOSP.		*****	893-7100	*****	

RESPOND AS MAINTENANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
J. SEDA	E & I SUP.	2497	390-0934	389-0461	FREQ. 5
M. MORALES	M. S. SUPT.	2393	791-3662		FREQ. 5

RESPOND AS TECHNICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
W. RIVERA	TECH. MGR.	2309	724-6354	386-5595	
L. ROSARIO	P. E. SUPT.	2291	852-1531	386-9441	
R. PERALES	P. E. SUPT.	2274	743-0992		

RESPOND AS LOGISTICS OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. ZENQUIZ	MAT. MGR.	2216	893-4501		
MATERIALS ON-CALL				386-9257	

RESPOND AS SAFETY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. DE ARCE	IND. HYG.	2301	783-7042	386-5617	

RESPOND AS INFORMATION OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		
E. MARTINEZ	TRNG. COORD.	2426	734-9303		

RESPOND AS ENVIRONMENTAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
L. COMAS	ENV. CONS.	2303	850-2216	386-9436	
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	
C. MARTINEZ	ENV. SPEC.	2431	402-9366	386-8689	

RESPOND AS RECORDING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
O. DELGADO	HES. SEC.	2292	893-6409		
W. HERNANDEZ	MAT. COORD.	2448	852-1741		
A. QUIÑONES	TECH. SEC.	2313	850-2237		

RESPOND AS LEPC OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	
L. COMAS	ENV. CONS.	2303	746-1700	386-9436	

RESPOND AS FINANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. COLAVITA	FIN. DIR.	2369	790-0540		
I. SANTOS	INV & AC. PAY.	2395	852-8291		
N. SANTANA	CONTROLLER	2369	743-9581		

RESPOND AS LIAISON OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. JOHNSON	E&PS MGR.	2509	850-0810		
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		

RESPOND AS STAGING AREA OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
ON SHIFT	ERSS	2318/3333			G-2
*** ANY QUALIFIED AVAILABLE RESPONDER ***					

UPON COMPLETION OF THIS CALL LIST NOTIFY THE AFFECTED AREA SHIFT
SUPERVISOR AND REPORT THE FINAL STATUS.

MAJOR-GENERAL EMERGENCY

RELEASE (SPILL)

TAB 2

***** INSTRUCTIONS *****

NOTIFY ONE in each of the following ERO listed positions.

NOTE person filling each position and time notified.

***** READ THE FOLLOWING MESSAGE *****

A MAJOR-GENERAL EVENT RELEASE (SPILL) IS IN PROGRESS AT THE REFINERY

THE LOCATION IS: _____

THE EVENT STARTED AT: _____ HRS.

THE AFFECTED AREA SHIFT SUPERVISOR IS: _____

EXTENSION #: _____

THE EVENT TERMINATED AT: _____ HRS.

ON CALL MANAGER NOTIFIED AT: _____ HRS.

RESPOND AS EMERGENCY RESPONSE BRIGADE

***** INSTRUCTIONS *****
*** ACTIVATE BOTH GROUP CALLS ***

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
GROUP CALL	MANIT. BRIGADES			680	

RESPOND AS CP COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
QUALIFIED	ERB MEMBER	*** PERSON ON SHIFT ***			
J. FLECHA	ENV. TECH.	2308	852-5850	773	

RESPOND AS SECURITY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. MORALES	ST. JAMES LT.	2257/3333	893-2834	U-9780	

**** ONE OF THE FOLLOWING ****
*** CALL NEXT ON SHIFT FIRST ***

F. BAEZ	ERSS	789-1413	992	
D. RODRIGUEZ	ERSS	852-9737	984	
R. CRUZ	ERSS	893-3069	986	
V. MERCED	ERSS	893-8568	993	

RESPOND AS MAINTENANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
J. C. PEREZ	CONT. ADMIN.	2245	850-7637		FREQ. 5
M. MORALES	M. S. SUPT.	2393	791-3662		FREQ. 5

RESPOND AS TACTICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. L. RUIZ	E.R. SUPV.	2362	893-1467	330-1110	FB-1
ON SHIFT	ERSS	2318/3333			G-2
MAINT. ERB	ERB CAPT.	(DURING DAY TIME)			
ON SHIFT ERB	ERB CAPT.	(DURING OFF HOURS)			

RESPOND AS ENVIRONMENTAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
L. COMAS	ENV. CONS.	2303	850-2216	386-9436	
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	
C. MARTINEZ	ENV. SPEC.	2431	402-9366	386-8689	

RESPOND AS ON-SCENE COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
E. RIVERA	LUBES SUPT.	2373	852-4564	386-9446	OPS-3

RESPOND AS INCIDENT COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. MORALES	REF. MGR.	2200	850-7294	389-7866	AD-1
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1

RESPOND AS PLANNING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
E. LOZADA	PS MGR.	2236	852-5890	960	S-2

RESPOND AS EMERGENCY CONTROL CENTER COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
E. LOZADA	PS MGR.	2236	852-5890	960	S-2
ON SHIFT	ERSS	2318/3333			G-2

RESPOND AS INFORMATION OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		
E. MARTINEZ	TRNG. COORD.	2426	734-9303		

RESPOND AS LOGISTICS OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. ZENQUIZ	MAT. MGR.	2216	893-4501		
MATERIALS ON-CALL				386-9257	

RESPOND AS SAFETY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. DE ARCE	IND. HYG.	2301	783-7042	386-5617	

RESPOND AS RECORDING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
O. DELGADO	HES. SEC.	2292	893-6409		
W. HERNANDEZ	MAT. COORD.	2448	852-1741		
A. QUIÑONES	TECH. SEC.	2313	850-2237		

RESPOND AS LEPC OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	
L. COMAS	ENV. CONS.	2303	746-1700	386-9436	
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1

RESPOND AS FINANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. COLAVITA	FIN. DIR.	2369	790-0540		
I. SANTOS	INV & AC. PAY.	2395	852-8291		
N. SANTANA	CONTROLLER	2369	743-9581		

RESPOND AS TECHNICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
W. RIVERA	TECH. MGR.	2309	724-6354	386-5595	
L. ROSARIO	P. E. SUPT.	2291	852-1531	386-9441	
R. PERALES	P. E. SUPT.	2274	743-0992		

RESPOND AS LIAISON OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. JOHNSON	E&PS MGR.	2509	850-0810		
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		

RESPOND AS STAGING AREA OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
------	-------	--------	------	--------	-----------

ON SHIFT

ERSS

2318/3333

G-2

*** ANY QUALIFIED AVAILABLE RESPONDER ***

UPON COMPLETION OF THIS CALL LIST NOTIFY THE AFFECTED AREA SHIFT
SUPERVISOR AND REPORT THE FINAL STATUS.

MAJOR GENERAL EMERGENCY

LOSS OF UTILITIES

TAB 3

***** INSTRUCTIONS *****

NOTIFY ONE in each of the following ERO listed positions.

NOTE person filling each position and time notified.

***** READ THE FOLLOWING MESSAGE *****

A MAJOR-GENERAL EVENT LOSS OF UTILITIES IS IN PROGRESS AT THE
REFINERY

THE LOCATION IS: _____

THE EVENT STARTED AT: _____ HRS.

THE AFFECTED AREA SHIFT SUPERVISOR IS: _____

EXTENSION #: _____

THE EVENT TERMINATED AT: _____ HRS.

ON CALL MANAGER NOTIFIED AT: _____ HRS.

RESPOND AS SECURITY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
------	-------	--------	------	--------	-----------

A. MORALES ST. JAMES LT. 2257/3333 893-2834 U-9780

**** ONE OF THE FOLLOWING ****
*** CALL NEXT ON SHIFT FIRST ***

F. BAEZ	ERSS	789-1413	992
D. RODRIGUEZ	ERSS	852-9737	984
R. CRUZ	ERSS	893-3069	986
V. MERCED	ERSS	893-8568	993

RESPOND AS CP COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
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QUALIFIED ERB MEMBER *** PERSON ON SHIFT ***
J. FLECHA ENV. TECH. 2308 852-5850 773

RESPOND AS ON-SCENE COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
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F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
E. RIVERA	LUBES SUPT.	2373	852-4564	386-9446	OPS-3

RESPOND AS PLANNING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
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H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
E. LOZADA	PS MGR.	2236	852-5890	960	S-2

RESPOND AS MAINTENANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
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H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
J. SEDA	E & I SUP.	2497	390-0934	389-0461	FREQ. 5
M. MORALES	M. S. SUPT.	2393	791-3662		FREQ. 5

RESPOND AS ENVIRONMENTAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
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L. COMAS	ENV. CONS.	2303	850-2216	386-9436	
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	
C. MARTINEZ	ENV. SPEC.	2431	402-9366	386-8689	

RESPOND AS TACTICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. L. RUIZ	E.R. SUPV.	2362	893-1467	330-1110	FB-1
ON SHIFT	ERSS	2318/3333			G-2
MAINT. ERB	ERB CAPT.	(DURING DAY TIME)			
ON SHIFT ERB	ERB CAPT.	(DURING OFF HOURS)			

RESPOND AS LOGISTICS OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. ZENQUIZ	MAT. MGR.	2216	893-4501		
MATERIALS ON-CALL				386-9257	

RESPOND AS EMERGENCY CONTROL CENTER COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
E. LOZADA	PS MGR.	2236	852-5890	960	S-2
ON SHIFT	ERSS	2318/3333			G-2

RESPOND AS STAGING AREA OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
ON SHIFT	ERSS	2318/3333			G-2
*** ANY QUALIFIED AVAILABLE RESPONDER ***					

STAND BY AS INCIDENT COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. MORALES	REF. MGR.	2200	850-7294	389-7866	AD-1
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1

STAND BY AS LEPC OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	
L. COMAS	ENV. CONS.	2303	746-1700	386-9436	
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1

STAND BY AS SAFETY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. DE ARCE	IND. HYG.	2301	783-7042	386-5617	

STAND BY AS INFORMATION OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		
E. MARTINEZ	TRNG. COORD.	2426	734-9303		

STAND BY AS RECORDING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
O. DELGADO	HES. SEC.	2292	893-6409		
W. HERNANDEZ	MAT. COORD.	2448	852-1741		
A. QUIÑONES	TECH. SEC.	2313	850-2237		

STAND BY AS LEPC OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	
L. COMAS	ENV. CONS.	2303	746-1700	386-9436	
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1

STAND BY AS FINANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. COLAVITA	FIN. DIR.	2369	790-0540		
I. SANTOS	INV & AC. PAY.	2395	852-8291		
N. SANTANA	CONTROLLER	2369	743-9581		

STAND BY AS LIAISON OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. JOHNSON	E&PS MGR.	2509	850-0810		
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		

UPON COMPLETION OF THIS CALL LIST NOTIFY THE AFFECTED AREA SHIFT
SUPERVISOR AND REPORT THE FINAL STATUS.

MAJOR GENERAL EMERGENCY

NATURAL PHENOMENON

TAB 4

***** INSTRUCTIONS *****

NOTIFY ONE in each of the following ERO listed positions.

NOTE person filling each position and time notified.

***** READ THE FOLLOWING MESSAGE *****

A MAJOR-GENERAL EVENT NATURAL PHENOMENON IS IN PROGRESS AT THE
REFINERY

THE LOCATION IS: _____

THE EVENT STARTED AT: _____ HRS.

THE AFFECTED AREA SHIFT SUPERVISOR IS: _____

EXTENSION #: _____

THE EVENT TERMINATED AT: _____ HRS.

ON CALL MANAGER NOTIFIED AT: _____ HRS.

RESPOND AS ON-SCENE COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
E. RIVERA	LUBES SUPT.	2373	852-4564	386-9446	OPS-3
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5

RESPOND AS INCIDENT COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. MORALES	REF. MGR.	2200	850-7294	389-7866	AD-1
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1

RESPOND AS PLANNING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
E. LOZADA	PSM COORD.	2236	852-5890	960	S-2

RESPOND AS INFORMATION OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
D. AMARO	COM.REL.SPEC.	2383	893-6779	386-9662	FREQ. 5

RESPOND AS EMERGENCY RESPONSE BRIGADE

***** INSTRUCTIONS *****
 *** ACTIVATE BOTH GROUP CALLS ***

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
GROUP CALL	MANT. BRIGADES			680	
GROUP CALL	OPS. BRIGADES			690	

RESPOND AS TACTICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. L. RUIZ	E.R. SUPV.	2362	893-1467	330-1110	FB-1
ON SHIFT	ERSS	2318/3333			G-2
MAINT. ERB	ERB CAPT.	(DURING DAY TIME)			
ON SHIFT ERB	ERB CAPT.	(DURING OFF HOURS)			

RESPOND AS CP COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
QUALIFIED	ERB MEMBER	*** PERSON ON SHIFT ***			
J. FLECHA	ENV. TECH.	2308	852-5850	773	

RESPOND AS CP COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
QUALIFIED	ERB MEMBER	*** PERSON ON SHIFT ***			
J. FLECHA	ENV. TECH.	2308	852-5850	773	

RESPOND AS EMERGENCY CONTROL CENTER COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
E. LOZADA	PS MGR.	2236	852-5890	960	S-2
ON SHIFT	ERSS	2318/3333			G-2

RESPOND AS MAINTENANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
M. MORALES	M. S. SUPT.	2393	791-3662		FREQ. 5
J. SEDA	E & I SUP.	2497	390-0934	389-0461	FREQ, 5

RESPOND AS SECURITY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. MORALES	ST. JAMES LT.	2257/3333	893-2834	U-9780	

**** ONE OF THE FOLLOWING ****
*** CALL NEXT ON SHIFT FIRST ***

F. BAEZ	ERSS	789-1413	992
D. RODRIGUEZ	ERSS	852-9737	984
R. CRUZ	ERSS	893-3069	986
V. MERCED	ERSS	893-8568	993

RESPOND AS MEDICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
DR. FUENTES	REF.DR.	2295	789-0884		MD-1
M. CAMACHO	IND. NURSE	2296	893-0304	810	MD-2
YABUCOA HOSP.		*****	893-7100	*****	

RESPOND AS RECORDING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
O. DELGADO	HES. SEC.	2292	893-6409		
W. HERNANDEZ	MAT. COORD.	2448	852-1741		
A. QUIÑONES	TECH. SEC.	2313	850-2237		

RESPOND AS LOGISTICS OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. ZENQUIZ	MAT. MGR.	2216	893-4501		
MATERIALS ON-CALL				386-9257	

RESPOND AS LIAISON OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. JOHNSON	E&PS MGR.	2509	850-0810		
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		

RESPOND AS SAFETY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. DE ARCE	IND. HYG.	2301	783-7042	386-5617	

RESPOND AS STAGING AREA OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
ON SHIFT	ERSS	2318/3333			G-2
*** ANY QUALIFIED AVAILABLE RESPONDER ***					

STAND BY AS LEPC OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	
L. COMAS	ENV. CONS.	2303	746-1700	386-9436	
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1

STAND BY AS ENVIRONMENTAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
L. COMAS	ENV. CONS.	2303	850-2216	386-9436	
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	
C. MARTINEZ	ENV. SPEC.	2431	402-9366	386-8689	

STAND BY AS FINANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. COLAVITA	FIN. DIR.	2369	790-0540		
I. SANTOS	INV & AC. PAY.	2395	852-8291		
N. SANTANA	CONTROLLER	2369	743-9581		

STAND BY AS TECHNICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
W. RIVERA	TECH. MGR.	2309	724-6354	386-5595	
L. ROSARIO	P. E. SUPT.	2291	852-1531	386-9441	
R. PERALES	P. E. SUPT.	2274	743-0992		

UPON COMPLETION OF THIS CALL LIST NOTIFY THE AFFECTED AREA SHIFT
SUPERVISOR AND REPORT THE FINAL STATUS.

***** INSTRUCTIONS *****

NOTIFY ONE in each of the following ERO listed positions.

NOTE person filling each position and time notified.

***** READ THE FOLLOWING MESSAGE *****

A MAJOR-GENERAL EVENT LOSS OF ENVIRONMENTAL CONTROL IS IN PROGRESS
AT THE REFINERY

THE LOCATION IS: _____

THE EVENT STARTED AT: _____ HRS.

THE AFFECTED AREA SHIFT SUPERVISOR IS: _____

EXTENSION #: _____

THE EVENT TERMINATED AT: _____ HRS.

ON CALL MANAGER NOTIFIED AT: _____ HRS.

RESPOND AS ENVIRONMENTAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
L. COMAS	ENV. CONS.	2303	850-2216	386-9436	
C. MARTINEZ	ENV. SPEC.	2431	402-9366	386-8689	
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	

RESPOND AS ON-SCENE COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
E. RIVERA	LUBES SUPT.	2373	852-4564	386-9446	OPS-3

RESPOND AS INFORMATION OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		
E. MARTINEZ	TRNG. COORD.	2426	734-9303		

RESPOND AS TACTICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. L. RUIZ	E.R. SUPV.	2362	893-1467	330-1110	FB-1
ON SHIFT	ERSS	2318/3333			G-2
MAINT. ERB	ERB CAPT.	(DURING DAY TIME)			
ON SHIFT ERB	ERB CAPT.	(DURING OFF HOURS)			

RESPOND AS CP COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
QUALIFIED	ERB MEMBER	*** PERSON ON SHIFT ***			
J. FLECHA	ENV. TECH.	2308	852-5850	773	

RESPOND AS MAINTENANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
J. SEDA	E & I SUP.	2497	390-0934	389-0461	FREQ, 5
M. MORALES	M. S. SUPT.	2393	791-3662		FREQ. 5

RESPOND AS SECURITY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. MORALES	ST. JAMES LT.	2257/3333	893-2834	U-9780	

**** ONE OF THE FOLLOWING ****

*** CALL NEXT ON SHIFT FIRST ***

F. BAEZ	ERSS	789-1413	992
D. RODRIGUEZ	ERSS	852-9737	984
R. CRUZ	ERSS	893-3069	986
V. MERCED	ERSS	893-8568	993

RESPOND AS LOGISTICS OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. ZENQUIZ	MAT. MGR.	2216	893-4501		
MATERIALS ON-CALL				386-9257	

RESPOND AS LIAISON OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. JOHNSON	E&PS MGR.	2509	850-0810		
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		

RESPOND AS STAGING AREA OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
ON SHIFT	ERSS	2318/3333			G-2
*** ANY QUALIFIED AVAILABLE RESPONDER ***					

RESPOND AS SAFETY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. DE ARCE	IND. HYG.	2301	783-7042	386-5617	

RESPOND AS LEPC OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	
L. COMAS	ENV. CONS.	2303	746-1700	386-9436	
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1

STAND BY AS INCIDENT COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. MORALES	REF. MGR.	2200	850-7294	389-7866	AD-1
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1

STAND BY AS PLANNING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
E. LOZADA	PS MGR.	2236	852-5890	960	S-2

STAND BY AS FINANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. COLAVITA	FIN. DIR.	2369	790-0540		
I. SANTOS	ACC. PAY.	2395	852-8291		
N. SANTANA	CONTROLLER	2369	743-9581		

STAND BY AS EMERGENCY MEDICAL VEHICLE OPERATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
LABORATORY ON SHIFT	LAB. TECH. ERSS	2297 2318/3333			G-2

STAND BY AS MEDICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
DR. FUENTES	REF.DR.	2295	789-0884		MD-1
M. CAMACHO	IND. NURSE	2296	893-0304	810	MD-2
YABUCOA HOSP.		*****	893-7100	*****	

STAND BY AS RECORDING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
O. DELGADO	HES. SEC.	2292	893-6409		
W. HERNANDEZ	MAT. COORD.	2448	852-1741		
A. QUIÑONES	TECH. SEC.	2313	850-2237		

STAND BY AS TECHNICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
W. RIVERA	TECH. MGR.	2309	724-6354	386-5595	
L. ROSARIO	P. E. SUPT.	2291	852-1531	386-9441	
R. PERALES	P. E. SUPT.	2274	743-0992		

UPON COMPLETION OF THIS CALL LIST NOTIFY THE AFFECTED AREA SHIFT
SUPERVISOR AND REPORT THE FINAL STATUS.

MAJOR GENERAL EMERGENCY UNUSUAL OPERATIONS or OTHER EVENTS TAB 6

***** INSTRUCTIONS *****

NOTIFY ONE in each of the following ERO listed positions.

NOTE person filling each position and time notified.

***** READ THE FOLLOWING MESSAGE *****

A MAJOR-GENERAL EVENT UNUSUAL OPERATIONS OR OTHER EVENTS IS IN
PROGRESS AT THE REFINERY

THE LOCATION IS: _____

THE EVENT STARTED AT: _____ HRS.

THE AFFECTED AREA SHIFT SUPERVISOR IS: _____

EXTENSION #: _____

THE EVENT TERMINATED AT: _____ HRS.

ON CALL MANAGER NOTIFIED AT: _____ HRS.

RESPOND AS EMERGENCY RESPONSE BRIGADE

***** INSTRUCTIONS *****
*** ACTIVATE BOTH GROUP CALLS ***

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
GROUP CALL	MANT. BRIGADES			680	
GROUP CALL	OPS. BRIGADES			690	

RESPOND AS TACTICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. L. RUIZ	E.R. SUPV.	2362	893-1467	330-1110	FB-1
ON SHIFT	ERSS	2318/3333			G-2
MAINT. ERB	ERB CAPT.	(DURING DAY TIME)			
ON SHIFT ERB	ERB CAPT.	(DURING OFF HOURS)			

RESPOND AS CP COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
QUALIFIED	ERB MEMBER	*** PERSON ON SHIFT ***			
J. FLECHA	ENV. TECH.	2308	852-5850	773	

RESPOND AS EMERGENCY MEDICAL VEHICLE OPERATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
LABORATORY	LAB. TECH.	2297			
ON SHIFT	ERSS	2318/3333			G-2

RESPOND AS MAINTENANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
J. SEDA	E & I SUP.	2497	390-0934	389-0461	FREQ, 5
M. MORALES	M. S. SUPT.	2393	791-3662		FREQ. 5

RESPOND AS SECURITY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. MORALES	ST. JAMES LT.	2257/3333	893-2834	U-9780	

**** ONE OF THE FOLLOWING ****
*** CALL NEXT ON SHIFT FIRST ***

F. BAEZ	ERSS	789-1413	992
D. RODRIGUEZ	ERSS	852-9737	984
R. CRUZ	ERSS	893-3069	986
V. MERCED	ERSS	893-8568	993

RESPOND AS MEDICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
DR. FUENTES	REF.DR.	2295	789-0884		MD-1
M. CAMACHO	IND. NURSE	2296	893-0304	810	MD-2
YABUCOA HOSP.		*****	893-7100	*****	

RESPOND AS ON-SCENE COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
E. RIVERA	LUBES SUPT.	2373	852-4564	386-9446	OPS-3
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5

RESPOND AS INCIDENT COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. MORALES	REF. MGR.	2200	850-7294	389-7866	AD-1
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1

RESPOND AS PLANNING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
E. LOZADA	PS MGR.	2236	852-5890	960	S-2

RESPOND AS RECORDING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
O. DELGADO	HES. SEC.	2292	893-6409		
W. HERNANDEZ	MAT. COORD.	2448	852-1741		
A. QUIÑONES	TECH. SEC.	2313	850-2237		

RESPOND AS LEPC OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	
L. COMAS	ENV. CONS.	2303	746-1700	386-9436	
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1

RESPOND AS SAFETY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. DE ARCE	IND. HYG.	2301	783-7042	386-5617	

RESPOND AS INFORMATION OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		
E. MARTINEZ	TRNG. COORD.	2426	734-9303		

STAND BY AS ENVIRONMENTAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
L. COMAS	ENV. CONS.	2303	850-2216	386-9436	
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	
C. MARTINEZ	ENV. SPEC.	2431	402-9366	386-8689	

STAND BY AS LOGISTIC OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. ZENQUIZ	MAT. MGR.	2216	893-4501		
MATERIALS ON-CALL				386-9257	

STAND BY AS FINANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. COLAVITA	FIN. DIR.	2369	790-0540		
I. SANTOS	INV & AC. PAY.	2395	852-8291		
N. SANTANA	CONTROLLER	2369	743-9581		

STAND BY AS TECHNICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
W. RIVERA	TECH. MGR.	2309	724-6354	386-5595	
L. ROSARIO	P. E. SUPT.	2291	852-1531	386-9441	
R. PERALES	P. E. SUPT.	2274	743-0992		

UPON COMPLETION OF THIS CALL LIST NOTIFY THE AFFECTED AREA SHIFT
SUPERVISOR AND REPORT THE FINAL STATUS.

MAJOR GENERAL EMERGENCY

EQUIPMENT FAILURE

TAB 7

***** INSTRUCTIONS *****

NOTIFY ONE in each of the following ERO listed positions.

NOTE person filling each position and time notified.

***** READ THE FOLLOWING MESSAGE *****

A MAJOR-GENERAL EVENT EQUIPMENT FAILURE IS IN PROGRESS AT THE
REFINERY

THE LOCATION IS: _____

THE EVENT STARTED AT: _____ HRS.

THE AFFECTED AREA SHIFT SUPERVISOR IS: _____

EXTENSION #: _____

THE EVENT TERMINATED AT: _____ HRS.

ON CALL MANAGER NOTIFIED AT: _____ HRS.

RESPOND AS TACTICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. L. RUIZ	E.R. SUPV.	2362	893-1467	330-1110	FB-1
ON SHIFT	ERSS	2318/3333			G-2
MAINT. ERB	ERB CAPT.	(DURING DAY TIME)			
ON SHIFT ERB	ERB CAPT.	(DURING OFF HOURS)			

RESPOND AS MAINTENANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
J. SEDA	E & I SUP.	2497	390-0934	389-0461	FREQ, 5
M. MORALES	M. S. SUPT.	2393	791-3662		FREQ. 5

RESPOND AS EMERGENCY CONTROL CENTER COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
E. LOZADA	PS MGR.	2236	852-5890	960	S-2
ON SHIFT	ERSS	2318/3333			G-2

RESPOND AS LEPC OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	
L. COMAS	ENV. CONS.	2303	746-1700	386-9436	
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1

RESPOND AS ON-SCENE COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1
H. LOZADA	FUELS SUPT.	2299	734-4641	386-9708	FREQ. 5
E. RIVERA	LUBES SUPT.	2373	852-4564	386-9446	OPS-3

RESPOND AS INCIDENT COMMANDER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. MORALES	REF. MGR.	2200	850-7294	389-7866	AD-1
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
F. MATEO	PROD. MGR.	2371	258-2838	386-9458	OPS-1

RESPOND AS PLANNING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
H. McLEOD	HES MGR.	2300	852-9864	386-6968	RM-1
E. LOZADA	PS MGR.	2236	852-5890	960	S-2

RESPOND AS INFORMATION OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		
E. MARTINEZ	TRNG. COORD.	2426	734-9303		

RESPOND AS EMERGENCY MEDICAL VEHICLE OPERATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
LABORATORY ON SHIFT	LAB. TECH. ERSS	2297 2318/3333			G-2

RESPOND AS CP COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
QUALIFIED J. FLECHA	ERB MEMBER ENV. TECH.	*** PERSON ON SHIFT *** 2308	852-5850	773	

RESPOND AS MEDICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
DR. FUENTES	REF.DR.	2295	789-0884		MD-1
M. CAMACHO	IND. NURSE	2296	893-0304	810	MD-2
YABUCOA HOSP.		*****	893-7100	*****	

RESPOND AS SECURITY OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
A. MORALES	ST. JAMES LT.	2257/3333	893-2834	U-9780	

**** ONE OF THE FOLLOWING ****
*** CALL NEXT ON SHIFT FIRST ***

F. BAEZ	ERSS	789-1413	992
D. RODRIGUEZ	ERSS	852-9737	984
R. CRUZ	ERSS	893-3069	986
V. MERCED	ERSS	893-8568	993

RESPOND AS STAGING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
ON SHIFT	ERSS	2318/3333			G-2
*** ANY QUALIFIED AVAILABLE RESPONDER ***					

STAND BY AS LOGISTIC OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. ZENQUIZ	MAT. MGR.	2216	893-4501		
MATERIALS ON-CALL				386-9257	

STAND BY AS EMERGENCY CONTROL CENTER COORDINATOR

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
E. LOZADA	PS MGR.	2236	852-5890	960	S-2
ON SHIFT	ERSS	2318/3333			G-2

STAND BY AS EMERGENCY MEDICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
DR. FUENTES	REF.DR.	2295	789-0884		MD-1
M. CAMACHO	IND. NURSE	2296	893-0304	810	
YABUCOA HOSP.		*****	893-7100	*****	

STAND BY AS ENVIRONMENTAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
L. COMAS	ENV. CONS.	2303	850-2216	386-9436	
C. MARTINEZ	ENV. SPEC.	2431	402-9366	386-8689	
I. LABORDE	ENV. SPEC.	2425	761-6549	386-8064	

STAND BY AS RECORDING OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
O. DELGADO	HES. SEC.	2292	893-6409		
W. HERNANDEZ	MAT. COORD.	2448	852-1741		
A. QUIÑONES	TECH. SEC.	2313	850-2237		

STAND BY AS FINANCE OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
M. COLAVITA	FIN. DIR.	2369	790-0540		
I. SANTOS	INV & AC. PAY.	2395	852-8291		
N. SANTANA	CONTROLLER	2369	743-9581		

STAND BY AS TECHNICAL OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
W. RIVERA	TECH. MGR.	2309	724-6354	386-5595	
L. ROSARIO	P. E. SUPT.	2291	852-1531	386-9441	
R. PERALES	P. E. SUPT.	2274	743-0992		

STAND BY AS LIAISON OFFICER

NAME	TITLE	OFFICE	HOME	BEEPER	RADIO/TEL
J. JOHNSON	E&PS MGR.	2509	850-0810		
D. AMARO	H.R. ANALYST	2383	893-6779	386-9662	FREQ. 5
G. MARTE	H.R. ANALYST	2302	852-2637		

UPON COMPLETION OF THIS CALL LIST NOTIFY THE AFFECTED AREA SHIFT SUPERVISOR AND REPORT THE FINAL STATUS.
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Attachment C

GENERAL INFORMATION OF THE BRIGADE

Membership

- (1) Membership is open to all employees of Shell Chemical Yabucoa Inc. and is strictly on a voluntary basis.
- (2) Membership of the Brigade is limited to a maximum of forty-nine (49) members. Seven of the members will serve as team captains and will be elected annually by all members.
- (3) Membership should represent a cross section of the Refinery to include all departments and all pay classifications.
- (4) Members must be physically fit to engage in the activities of the Brigade. Individual medical eligibility shall be determined by the Company Physician.
- (5) Members must participate in 90% of the scheduled training and emergency calls each calendar year. Failure to meet these attendance requirements shall be cause for removal from the Brigade.
- (6) Members may resign from the Brigade by giving written notice to the Manager of Fire and Safety.
- (7) A list of interested candidates shall be maintained by the Manager of Fire and Safety. Future openings in the Brigade shall be filled from this list with proper consideration for maintaining the balance of the organization, of departments, and pay classification.

Emergency Response Call Procedures

- (1) All Brigade members must respond to any official call for assistance and/or scheduled training and drills.
- (2) Brigade members will log in at the main gate whenever responding to an emergency call.
- (3) Brigade members will only be released by the Fire Chief or the Acting Fire Chief.

Uniforms

- (1) To distinguish members of the Brigade, they are provided with red Nomex uniforms.
- (2) Those members who are required to wear Nomex uniforms in the daily performance of their jobs shall wear the red Nomex clothing of the Brigade. All members shall wear the red uniform when participating in drills, training, or actual response to emergency calls.

Special Individual Equipment

- (1) All equipment listed in this section will be assigned to an individual as long as he (she) remains a member of the Brigade.

*One radio/pager unit.

*One complete set of bunker gear consisting of: hat, face shield, coat, pants, and boots.

*Hats and coats of the Brigade Chief will be white.

*Hats and coats of team captains will be red.

*Hats and coats of Brigade members will be yellow.

Special Recognition Items

- (1) A distinctively designed light jacket and cap will be awarded to each Brigade member after one year of satisfactory membership. The jacket and cap shall remain the personal property of the individual to whom it was awarded. Additional awards of jackets and caps may be made to Brigade members who satisfactorily complete succeeding multiples of two years of Brigade membership.
- (2) All Brigade members who satisfactorily participate in 90% of scheduled training and emergency calls will qualify to attend (with a guest) the Brigade Annual Dinner.

Insurance Coverage

- (1) Brigade members shall be covered by existing insurance plans while engaged in authorized training, drills or while responding to authorized calls for assistance.

Attachment D

APPENDIX Y

OIL SPILL PROCEDURES

Handling of Oil Spills

Oil spills are always emergencies and must be treated as such. Many factors will influence the manner in which an oil spill will be handled, among those are:

- A. The type of the product spilled.
- B. The size of the spill.
- C. The location of the spill.
- D. The equipment available.
- E. The weather conditions.
- F. The wind direction.
- G. Government regulations.
- H. Fire hazards.

NOTE

An important factor in any spill is the potential fire hazard. Products such as gasoline, benzene, toluene, or naphtha are the most flammable in our refinery. These products on open water, they spread quite rapidly and under normal conditions would evaporate quickly creating little fire hazard. Heavier oil products are less of a fire hazard due to their lower volatility. After a short time on the water, crude oil is difficult to ignite, this is because the volatile fractions evaporate; leaving a heavy, sticky residue, which is the prime pollution offender.

Running equipment, such as vehicles, diesel compressors, welding machines or any heavy equipment in operation, or any welding or cutting with torch must be stopped immediately after the notification of an oil spill on the area. Depending of the magnitude and the product spilled any equipment which can create sparks on adjacent areas must be stopped until the area is cleared by a explosimeter. There are five (5) stages in dealing with oil spills:

1. Preventing the spill.
2. Shutting off the spill source.
3. Containing the spill.
4. Removing the spill.
5. Restoring the area affected by the spill.

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OPERATIONS TRAINING OIL SPILLS

A. Prevention

Obviously, the best way of controlling an oil spill is to prevent its happening. For this reason, more emphasis should be placed on prevention. Spills are expensive due to lost product, the cost of removal, damage to the surroundings and adverse public reaction.

Spill prevention, like fire prevention, must become a part of the job. This means thorough training and indoctrination of employees, enforced compliance with good work rules and practices, periodic inspection and testing of equipment and good housekeeping. Federal and state laws prohibit pollution and provide severe penalties for violations. Each employee has a responsibility to himself and his Company to prevent pollution.

The following listing provides a few operating procedures which, if followed, should reduce the number of spills which occur during a typical operation such as oil transfer:

1. Review and understanding by personnel of the sequence of operation, rate of transfer and means of communication. Reduced rates are normally required during change of line-up, topping off tanks, commencing and terminating transfer.
2. Vessels shall be moored with adequate lines to prevent surging. Mooring lines shall be attended to prevent parting or development of slack.
3. Scuppers on vessels should be plugged during transfer.
4. During ballasting, cargo pumps should be started before opening sea valves and stopped after closing valves.
5. Ends of hoses should be blanked while being put in place and removed. Drip pans must be provided under hose connections.
6. Flanges, joints and hoses shall be checked for cracks, weak spots and points of excessive stress.
7. Caution and diligence is required in lining up the cargo system. All valves should be checked to see that they are properly set.

8. Hoses must be properly supported.
9. Hoses or other connecting devices are to be vented and drained before disconnecting.
10. Hoses must not be allowed to chafe on ship or dock nor to be in contact with hot surfaces.
11. During transfer, the system should be checked regularly for leakage. The water around the vessel or terminal should also be checked for signs of leakage.
12. In the event of a spill, transfer shall be stopped immediately.
13. Care must be provided to prevent leakage from drip pans.
14. Equipment shall be periodically inspected and tested.
15. Install and test adequate shutdown and blowout equipment.

Preventive procedures as shown above are applicable to all operations which could result in oil spills such as producing operations, extraction and refining, transportation of products, and marketing of products.

B. Containment

Once a spill occurs, every effort must be made to keep it as small as possible, both as to volume spilled and area affected. This not only reduces the loss but simplifies the clean-up and reduces the environmental damage.

Prompt action is required once a spill or a potential spill is detected. The action to be taken must be determined by the nature of the incident and the personnel involved. Experts may be required in such areas as engineering, oil well drilling or production, ship salvage, pipelines, water quality, etc.

In general, the following rules apply:

1. STOP THE LEAK
2. STOP THE SPREAD
3. IF THE SPILL IS ON LAND, PREVENT IT FROM GETTING TO WATER

Spills on land can usually be contained by the use of levees, ditches, pits, etc. Spills on water can best be contained by the use of spill booms.

Many devices have been used as booms including logs, inflated fire hose and a variety of commercial booms. These latter booms generally consist of a tubular floating section to which is attached some form of weighted skirt. The floating section may be either inflatable or filled with some buoyant material. Booms have been made of canvas, rubber, neoprene and plastic. Booms can be obtained in sections of varying lengths and skirts of varying width. Sections can be joined together to give a boom of any desired length.

To be effective the boom must be readily available to permit quick placement, sufficiently light to be handled easily yet substantial enough to contain the oil, taking into consideration the current and wave action. In general, these booms have been quite successful in sheltered waters in currents less than 1-1/2 knots. However, to date, they have not been successful in open seas, rough waters or fast currents. Several projects are currently in progress attempting to develop booms for open sea use.

The normal procedure is to surround the slick with the boom or to trap the slick against some solid barrier. When the slick has been surrounded, its perimeter can be reduced by drawing the boom in from one end. This "piles up" or concentrates the oil and facilitates skimming. Care must be exercised that in so doing the oil does not overflow or escape under the boom. For boom lengths over 200 ft., at least a 40 to 50 HP motor should be available to maneuver the boom easily.

C. Removal

1. Summary

Oil spilled on water surfaces is best treated by removal. Oil can best be removed by skimming, provided the surface is relatively still.

Absorption on material such as straw is effective for removing small quantities of oil or when the surface is rough. When permitted by regulatory agencies, dispersants can be effective in eliminating small slicks.

2. Skimming

Following containment of an oil spill, the most satisfactory method of clean-up usually is physical removal of the oil from the water. This is called skimming and may be done by a specially equipped vessel, a pumping device or other equipment.

Skimming vessels generally incorporate either rotating drums, suction devices, or weirs. Some have been specially designed and built for this job, others are simply barges or other boats adapted for the work. In general, skimmers have equipment to: (1) remove oil from the water, (2) separate oil from water, and (3) store the recovered oil.

In the harbors, vacuum or suction pumps can be used to remove oil spilled close to shore after collected in holes made at the beach. Such pumps suck up a substantial amount of water along with the oil. Vacuum pumping is probably the fastest way to get oil off the water.

Most present skimming equipment is designed to operate in relatively calm water. Its efficiency decreases as the roughness of the water increases. In some harbors and dock areas skimming equipment is permanently installed in spots where oil tends to collect due to wind, water current or shore configuration.

3. Absorption and Adsorption

Another method of removing oil is to cover the slick with an absorbing medium which is then "harvested". This method can frequently be used when skimming is impossible. This would be the case if the surface is rough or if the slick is thin and spread out. Absorption is also desirable to remove the remainder of the oil following skimming.

4. Chemical Dispersion

The conditions under which chemical dispersants may be used vary from area to area depending upon the environment and regulatory agencies. Each local facility should determine under what circumstances they may be used. In general, they should only be used in the open sea when physical removal methods have been exhausted, there is a fire hazard (spilled gasoline); or if the slick is threatening shore installation, boats, beaches, etc.

Chemical dispersants break up the oil slick into tiny droplets so that they can be dispersed and consumed by bacteria. The rate of bacteria action is influenced by the abundance of microorganisms, the availability of oxygen, temperature, and the dispersion of the oil in water. Microbial oxidation is most rapid when the hydrocarbon molecule

is in contact with water and at temperatures ranging from 60° to 95°F; some oxidation occurs as low as 32°F. An average of one-third of the hydrocarbon may be converted into bacterial cells, which provide food for many animals. The remaining two-thirds of the hydrocarbon is oxidized largely to CO₂ and H₂O. In short, if environmental conditions are satisfactory, oil will be slowly degraded in the ocean and other waterways.

Dispersants are usually supplied to a slick by spraying. This can be done from a vessel, helicopter, crop-spraying plane, or by hand-held equipment. Agitation is necessary once the dispersant is on the slick. Wind and wave action is sometimes sufficient, but in calm water the churning action of a boat's propellers or a helicopter's prop wash may be used. Fire hoses have been used quite effectively for application and agitation.

5. Burning

One's first thoughts would be that burning would be an effective way of disposing of oil slicks on the open seas. However, to date this has not been very successful. Once the oil is on the surface of the sea, it quickly loses its volatile fractions and becomes difficult to burn.

6. Sinking

Another method of disposing of an oil slick is to sink it. To do this, special powdered materials are spread over the oil. The particles of these materials adsorb the oil and the combination, being heavier than the water, sinks to the bottom.

A number of materials are in use as sinking agents. These include sand, brickdust, cement, silicone mixtures, fly ash, special types of clay, and chalk. Many of these materials are chemically treated to increase their water rejection, oil-adsorption efficiency and are commercially marketed.

One difficulty with sinking agents is a tendency for the oil and the sinking agent to separate and for the oil to reappear on the surface. Moreover, it usually takes a considerable quantity of these materials to sink the oil. For instance, French authorities used 3,000 tons of chalk to sink approximately 20,000 tons of oil from the Torrey Canyon. There is the further possibility of damage to marine life, shellfish beds or underwater vegetation by depositing oil on the bottom. Most sinking agents have a tendency to release oil slowly which will then be naturally converted to food and oxides.

In dealing with an oil spill, the parties responsible are naturally intent on removing the oil as quickly and efficiently as possible. Great effort may be involved. But if the work is misdirected more harm than good may result. An overzealous job, for example, utilizing chemicals that contaminate a fishing ground, will only increase the pollution damage and will undo the benefits of the clean-up effort, however, well intended.

D. Clean-up

The final operational phase is to clean up and rehabilitate the affected area. The goal should be to restore the area as closely as possible to its original condition and to remove, when possible, the evidence of the spill.

The action to be taken and the manpower and equipment required can vary tremendously depending upon the quantity and nature of the spill, the location and the area affected. Portions of the work can be subcontracted to industrial cleaners; marine, excavation and landscape contractors; beach cleaning services, etc.

Clean-up is the most difficult of all problems associated with oil pollution as it involves people and private property. Claims must be adjusted without delay and property restored. Some of the clean-up work which may be required is as follows:

1. Remove last traces of oil by absorption or adsorption.
2. Dispose of oil-covered weeds, debris, and soil.
3. Clean up boats, sea walls, and docks.
4. Clean up beaches and rocky coasts. This problem is particularly acute and difficult. As much oil as possible should be removed by absorbing it on straw. That oil which cannot be absorbed is best treated by allowing it to "weather". Weathered oil tends to agglomerate and form balls in the sand which can be removed by pail and shovel, earth-moving equipment, or by beach-cleaning equipment.

Even if the oil is not allowed to "weather", it is still best treated by removal. This of course is expensive, and if a great deal of sand is removed, it may have to be replaced by clean sand. Covering up the oil with clean sand usually fails as the oil works its way to the surface.

oil tends to adhere more easily to a dry surface than a wet one. As a result, oil tends to collect at the high water mark. If the beach is kept wet, it may make the clean-up job easier due to lower volume and adhesion.

This same principle holds for rocky coasts. If oil does adhere to rocks, it is very difficult to remove as chemicals may not be permitted and steam cleaning and burning are both slow and expensive.

Attachment E

EMERGENCY ACTION EVACUATION PLAN

- I. Whenever the emergency alarm is activated, the following procedure is followed:
 - A. All work permits issued are cancelled immediately. All personnel, except Operations personnel, working in the process areas have to leave the area, go to the Service Building and wait there for further instructions.
 - B. All Operations personnel should report to the respective control rooms (Main Control Room, Utilities Control Room, and Tank Farms Control Room) and wait there for further instructions.
 - C. Personnel from the Administration Building, Warehouse and Shop Building, and Service Building should stay in there and wait for further instructions.
 - D. Technical personnel from the Administration Building, and Warehouse and Shop Building (knowledgeable of refinery operations and/or emergency procedures) should report to the Service Building and wait there for further instructions.
 - E. All maintenance personnel should report to the Shop located in the Warehouse and Shop Building, and wait there for further instructions.
 - F. Buildings located close to the process areas are the Warehouse and Shop and Service Buildings. In the event that the emergency may pose a threat to the personnel in these buildings, it will be evacuated in an orderly fashion either to:
 1. The Administration Building which is located far from the process areas;
 2. An open area beyond the Top Hill Guard Post, depending on the seriousness of the threat. They should wait there for further instructions. The only personnel left in the Control Rooms and Service Building will be the ones knowledgeable of refinery operations and/or emergency procedures, who can help in controlling the emergency effectively.
 - G. In the event that the emergency may pose a threat to the persons in the Administration Building, they will be

instructed to evacuate the building to an open area beyond the Top Hill Guard Post and wait there for further instructions.

- H. Depending on the seriousness of the emergency, all personnel will be instructed to leave the refinery premises and go home, except the personnel knowledgeable of refinery operations and/or emergency procedures who can help in controlling the emergency effectively.